

Training Policy of EKCCC Effective July 1, 2009

- Registration for all classes, including DIRECTOR'S ROUNDTABLES, is REQUIRED. All registration forms should be received in the Somerset Office by mail or fax **BY NOON 3 DAYS PRIOR** to training, so be sure to send them in advance to allow time for Tona to receive the forms and enter the information into TRIS. This will ensure your name appears on the class roster. Be sure to use the mailing and faxing information found on our general registration form.
- **NO REGISTRATIONS CAN BE TAKEN BY PHONE!**
- You may contact Tona by phone (800-354-3703) if you need to confirm that your registration has been received. Don't wait until the last minute to do so!
- Registration forms **MUST BE ACCOMPANIED** by payment or purchase order. Otherwise, we can't apply credit or know what the payment is for. Certificates will be held until payment is confirmed.
- NO WALK INS! You must PRE-REGISTER for every class you take.
- Trainers cannot give certificates to participants who are not on the roster.
- Each participant must sign in for themselves and pick up their own certificates. Owners, directors, or coworkers cannot sign in for others. Each participant should initial beside their signature at the end of class to verify that they received their certificate for class.
- **CHILDREN**, regardless of age, **ARE NOT PERMITTED** in training classes. NO EXCEPTIONS! This allows for maximum learning experiences for everyone and takes into consideration that adult training is not designed to keep the interest of children.
- **ARRIVING 10 MINUTES LATE or LEAVING 10 MINUTES EARLY** will result in forfeiture of the training certificate. We cannot grant certificates for training time that did not occur.
- Participants will be asked to fill out a training evaluation at each training session. It is crucial that the form be filled in entirely for record keeping purposes.
- Participants should **KEEP THE ORIGINAL COPY** of their training certificate and make copies for their administrators. This is the only original document you will have for professional development. **Replacement certificates** for EKCCC trainings are provided at **\$10 per certificate** if training can be verified through our records.
- Occasionally, it will be necessary to cancel training in an emergency or due to lack of registrants. Be sure to keep your contact information in TRIS up-to-date so that we can contact you. Your trainer will have extra TRIS info forms for your convenience.
- You must call Tona at least 24 hours in advance to cancel attending a session you have registered for in order to insure you aren't charged for the session. We must make copies and pay trainers based on the expected number of participants on our rosters.
- Participants that wear headphones or other types of electronic devices to listen to music etc., will not be given a certificate since they are missing the content of the training and classroom discussions.
- Participants who are texting during the class may be denied a certificate.
- Successful training sessions require that participants are respectful of their trainer and fellow participants. Side bars, or conversations that occur while the trainer is speaking or someone else in the group is sharing, should be avoided. **Excessive disruptions might result in training participants being asked to leave the session and certificates being withheld.**