





<u>What specific training topics are you interested in? Let us know.</u> <u>Contact Carroll at www.training@bhckids.org</u>



PROFESSIONAL DEVELOPMENT WORKSHOP REGISTRATION POLICIES & PROCEDURES

Our quarterly training schedule is available online at our website <u>www.bhckids.org</u> under the Early Educators Tab.

REGISTRATION & PAYMENT PROCEDURES

- Complete the registration sheet form found on our website at www.bhckids.org under the early educator tab. You may also pick up a registration sheet at our office. Trainings for most 2-hour workshops start at \$8. Continuing Education Credits (CEUs) will vary. Trainings outside of Region 2 will pay \$5 more for trainings.
- Two ways to pay:
 - 1. Click here to pay online. PayPal

2. In-person or by mail (checks only) to BHPC (979 Washington Square Mall, Washington, NC 27889) with exact payment. A fee will apply for returned checks.

GENERAL TRAINING REGISTRATION & INSTRUCTIONS:

- PRE-REGISTRATION IS REQUIRED FOR ALL WORKSHOPS PAID OR FREE.
- Registrations must be received in our office by 12:00 noon on the day BEFORE the training takes place.
 (Example: If training is on Tuesday, the registration period ends on Monday at 12:00 pm). ITS SIDS registration must be received 1 week prior to training.
- Before registering for virtual workshops, please make sure you have access to:

- Internet with working email address
- o ZOOM App
- o Computer with speaker, microphone, video camera (Cell phones are not recommended.)
- Uninterrupted time & space to successfully take the training (*Please do not drive while participating in trainings*)
- If the training is <u>virtual</u>, you will receive the training pre-test via Google forms to complete & email back to us by 12:00 NOON ON THE DAY OF THE TRAINING. Failure to submit the virtual pretest on time will forfeit your admittance to the training. ITS SIDS Virtual Training Pre-test and Training agreement must be completed by 12:00 pm the day <u>before</u> scheduled training.
- TO RECEIVE PASSWORD-PROTECTED CERTIFICATE for training attendance:
 - If the training was virtual, you will complete the online post test and evaluation and email back to us.
 CERTIFICATE OF ATTENDANCE will be emailed to you. Modification to the certificate document is strictly prohibited and considered fraud.
- BHPC **DOES NOT** provide replacement certificates and is not responsible for re-issuing lost or damaged training certificates.
- We do not give refunds for missed trainings, however if you notify us that you cannot attend an event at least one day in advance, we may issue you a credit to attend another training within the same calendar year.
- Registrants who cannot attend after they preregister may elect to get a substitute to replace them if they: (1)
 FIRST NOTIFY BHPC, (2) PAY AN EXTRA \$2 SURCHARGE IN CASH NO LATER THAN 12 NOON ON THE DAY OF THE TRAINING.
- BHPC reserves the right to postpone or cancel trainings based on the following situations: (1) LESS THAN 3
 PARTICIPANTS PRE-REGISTER, (2) INCLEMENT WEATHER, OR (3) OTHER EMERGENCIES. Registrants
 will be notified by phone/email as soon as possible. Alternative dates will be selected at BHPC's discretion.
 Refunds will not be issued; however, credits will be offered to attend training on the rescheduled date or an
 agreement to attend a replacement training will be offered cost is equal.
- No one will be admitted to the training after 6:45pm, so we urge you to join the training at least 15 minutes before it begins. REMEMBER: You must be present/participate during the entire time, and we must be able to <u>SEE/HEAR you.</u> Please do not bring children unless you receive prior approval.
- <u>Requests to provide additional off-site training:</u>
 - Based upon the availability of scheduling, BHPC can offer off-site Professional Development training at **your** facility upon request. This agreement is solely at the discretion of BHPC and the following conditions must be met:
 - The workshop date requested does not conflict in any way with the existing BHPC schedule of trainings or events.
 - Training time will be discussed during planning with facility. Example: 9:00 am at off-site location; 6:00 pm at BHPC, etcetera.
 - Requests must be submitted at least **30 days in advance**.
 - o A non-refundable \$25 fee must be paid to secure a training date and time agreement.
 - o A minimum number of <u>6 persons must be present.</u>
 - Fee for 2-hour CHC workshops is generally \$8 per person.
 - Fee for CEUs will vary depending on content, number of contact hours associated, and supplementary materials required.
 - All fees must be submitted **one week in advance** before training takes place.
 - **Some trainings** can only be held at our office due to space, equipment, and materials needed for the presentation.