

# Training Guidelines



## Registration:

- A training calendar is made available online, sent out via email, mail, and in person, AND can be found on the back of the newsletter quarterly.
- Registration is done by filling out the registration form and turning in the appropriate payment to WCPC no later than 3 business days prior to the scheduled training date. **Phone or faxed registrations will not be accepted.** The 3 business days prior to the scheduled training date procedure allows participants to register but does not guarantee that the class will be held.
- Participants are encouraged to register early for classes. Trainings that do not have adequate registration 3 business days prior to the scheduled training date will be canceled. A minimum of 5 participants is required for each class.
- Training fees will be \$2.50 per training hour. Any exceptions to fees will be noted on the training calendar **(CPR \$20.00)**. All money will be paid in exact change or by check payable to Wilkes Community Partnership for Children (WCPC). Credit/debit card payments are not accepted. Cost of individual trainings is noted on training calendar.
- **All training registrations are to be sent to the Wilkes Community Partnership for Children this includes CPR/First Aid, ITS SIDS, and Emergency Preparedness. Fees and training location will be specified on the training calendar, quarterly newsletter, and online at [www.wilkeschildren.org](http://www.wilkeschildren.org).**

## Cancellations:

- **Individual cancellations that are not within 3 business days prior to the training and/or no shows will result in a \$10 fee and the training fee for taking the class will be forfeited. Registration to trainings will not be accepted from any participant that has been charged the fee until the \$10 is paid.**
- If a training is canceled for any reason (lack of participation, trainer illness, weather, etc.) WCPC will credit the participants with a voucher to use for another training event. A cash reimbursement option is not available.

## Participant Expectations:

- WCPC expects that all training participants shall arrive on time. Class starts on time and late entrance is not allowed with exception to the 10 minute grace period.
- WCPC training participants will receive a certificate of completion for training. Participants should expect follow-up technical assistance visits with WCPC staff.
- Children are not allowed to attend trainings in order to provide optimal training experiences for participants.
- Wilkes Community Partnership for Children views the time of the instructor and all participants as valuable. Any participants talking, texting, sleeping or any other distractions the instructor deems disruptive may be asked to leave the training. This will result in the loss of potential credit hours. The participant will not be allowed to register for future classes after the second incidence.

## Child Care

- Limited child care may be available upon request for some training's.

## Requested On Site Training:

- Onsite trainings are available, but limited and based on the instructor's schedule. A fee of \$50 is required. Call Stacy Daniels for more information at (336)838-0977.

## In-Service Registration Form

Please fill out the information below and mail with check payable to:  
 Wilkes Community Partnership for Children  
 P.O. Box 788 N. Wilkesboro, NC 28659

Child Care Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Person Attending	Participant Signature <small>By signing you are agreeing to the training guidelines found on the back of this registration form</small>	Title of Training	Date/Time	Cost

**Total Cost:** \_\_\_\_\_

- A training calendar and list of additional training procedures are available online at [www.wilkeschildren.org](http://www.wilkeschildren.org) under the *Education* tab.
- Registrations are to be submitted with appropriate payment no later than **3 business days** prior to the scheduled training date. No over the phone or faxed registrations will be accepted.
- If a training is canceled for any reason (lack of participation, trainer illness, weather, etc.) WCPC will credit the participants with a voucher to use for another training event. A cash reimbursement option is not available. Failure to cancel registration within 3 business days prior to training will result in the fee being forfeited and a \$10 fee will be charged.