

Training Registration Instructions & Policies

Please read these instructions carefully. Submission of a training registration form acknowledges that you have read, understand, and agree to these instructions and policies.

1. Review the training descriptions and select the training(s) you wish to attend. A separate registration sheet must be submitted for each person attending a training.
2. Payment (if required) **MUST** be submitted with the registration. Registrations are accepted on a space available basis and registrations received without payment are not considered until payment is received.
3. Registrants may pay for trainings by check, money order, or cash. Cash payment should be made in person only; please **DO NOT** send cash via the mail. **Checks and money orders should be made payable to the Hillsborough County School Readiness Coalition, Inc. for the total amount of registration fees.**
4. Mail (or bring) the registration and payment to:

The Early Learning Coalition of Hillsborough County
1002 East Palm Avenue
Tampa, FL 33605
5. You will be called to confirm your training space.
6. If your payment/registration arrives after the session is full, you will receive credit for future training or your payment will be returned.
7. Please **DO NOT** send staff to any training sessions unless the registration has been submitted with the payment.
8. All training sessions have designed for adults. Please make necessary child care arrangements.
9. **CANCELLATION POLICY:** If you register for a session and are not able to attend, call 813-202-1000 at least 48 hours prior to the training in order to receive fee credit toward a future training and so we can fill your spot with someone on the waiting list.
10. **LATE ARRIVAL/EARLY DEPARTURE POLICY:** To honor and respect the professionalism of instructors and other participants, participants should be ready to begin training sessions at the time advertised. Training leaders will begin each session at that time. Participants arriving more than 10 minutes late **WILL NOT BE ADMITTED TO THE SESSION.** Participants leaving more than 10 minutes before the conclusion of a training event will not receive credit for attending.

QCFK Training Registration Form

First Name:	MI:	Last Name:
Center Name:		
Address:		City:
Phone:		Zip:
E-mail:		
Primary Position: (Choose One) <input type="checkbox"/> Owner <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> Director, Owner <input type="checkbox"/> Floater/Substitute <input type="checkbox"/> Director, Employee <input type="checkbox"/> Other: _____ <input type="checkbox"/> Lead Teacher		Ages of the children you work with: <input type="checkbox"/> Infants (0-12 months) <input type="checkbox"/> VPK/Pre-K (4 to 5 year olds) <input type="checkbox"/> Toddlers (12-23 months) <input type="checkbox"/> School Age <input type="checkbox"/> 2-3 year olds (24-36 months) <input type="checkbox"/> Mixed age group <input type="checkbox"/> Preschool (3 to 4-year olds) <input type="checkbox"/> Do not provide direct care
Select Your Trainings (Check all that you would like to register for):		
Introduction to ITERS-R (\$25) <input type="checkbox"/> ITERS-R NIGHT Thursday, January 12 and 19, 2012 5:30 PM - 8:00 PM		Introduction to ECERS-R (\$25) <input type="checkbox"/> ECERS-R DAY Thursday, February 2 and 9, 2012 9:30 AM - NOON
Parent Handbooks for QCFK Centers (\$10) <input type="checkbox"/> Tuesday, February 7, 2012 10:00 AM - NOON		Introduction to the FCCERS- R (\$25) <input type="checkbox"/> FCCERS Saturday, February 11, 2012 9:00 AM- 2:00PM
Risk Management for QCFK Centers (\$10) <input type="checkbox"/> Tuesday, February 21, 2012 10:00 AM - NOON		
THANK YOU FOR YOUR REGISTRATION! REMEMBER TO: <ol style="list-style-type: none"> 1. Make checks & money orders payable to: The Hillsborough County School Readiness Coalition, Inc. 2. Mail or deliver payment and this completed form to: The Early Learning Coalition of Hillsborough County 1002 E. Palm Avenue, Suite 100, Tampa, FL 33605. 		For Office Use Only Date Payment Received: _____ <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash Check/M.O. # _____ Processed by: _____
Revised 12/12/11 ttw		



The Early Learning Coalition of Hillsborough County
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www.elchc.org