



Care About Childcare @ Utah State University Training Registration Form

To register, fill out this form, include your payment and mail or return to:
Care About Childcare @ USU, 6510 Old Main Hill, Logan, UT 84322-6510
Please make check or money order payable to CAC @ USU.



Times for weeknight classes 6:30-9:00pm and Saturday classes 8:00am-1:00pm.

Full Legal Name: (as it appears on your SS Card)		Full Address:				
Birthdate:		Phone #:				
Email:		Cell #:				
Start Date:		Position Title:				
Please Check the Type of Care You Work In:						
<input type="checkbox"/> Licensed Family Care <input type="checkbox"/> Residential Certificate						
<input type="checkbox"/> Center _____ (Name of Center)						
<input type="checkbox"/> Preschool _____ (Name of Preschool)						
<input type="checkbox"/> School Age Program _____ (Name of School Age Program)						
<input type="checkbox"/> Head Start <input type="checkbox"/> Other _____ (Please Indicate)						
→→→By signing, you agree to the Training Registration Policies listed in this newsletter and to the Training Code of Conduct on the back of this page. (Registration will not be processed without a signature.)						
Signature		Date				
<input checked="" type="checkbox"/>	Class ID#	Course Title	Dates	Location	Fee	Amount Enclosed
	13443	Level 1-3 & 5-8: Discovering Science in Child Care	Tuesday, April 30, 2019	Brigham City	\$5	
		CDA Work Night	Thursday, May 23, 2019	Logan	Free	
	13445	Level 5-8: Theory & Best Practice Course 4	Saturday, May 4, 18, 2019	Logan	\$16	
	13445	Level 2-3: Creating Good Child Care	Tuesday, May 7, 14, 21, 28, 2019	Brigham City	\$16	
	13447	Level 5-8: Guidance & Emotional Wellness Course 2	Tuesday, May 7, 14, 21, 28, 2019	Logan	\$16	
	13448	Level 5-8: Infant/Toddler Course 2	Wednesday, May 8, 15, 2, 29, 2019	Logan	\$16	
	13449	Level 1-3: Back to the Basics: Building Blocks for Success	Monday, May 20, 2019	Logan	\$16	
		CDA Work Night	Thursday, May 23, 2019	Logan	Free	
	13622	Level 5-8: Family Child Care Course 2	Tuesday, June 4, 11, 18, 25, 2019	Logan	\$16	
	13451	Level 5-8: Director's Toolbox Course 4	Tuesday, June 4, 11, 18, 25, 2019	Brigham City	\$16	
	13452	Level 5-8: School Age Course 2	Wednesday, June 5, 12, 19, 26, 2019	Logan	\$16	
		CDA Work Night	Thursday, June 27, 2019	Logan	Free	
				Total	\$	
This box for CAC staff use only:						
Date Received: _____ <input type="checkbox"/> voucher <input type="checkbox"/> cash <input type="checkbox"/> money order <input type="checkbox"/> coupon (type: _____) <input type="checkbox"/> check # _____ \$ _____						
Received by: _____ Registered by: _____						

Online Registration Instructions

Caregivers can register for classes online by going to:

- 1- Careaboutchildcare.utah.gov
- 2- Click on the Provider tab
- 3- Choose the Training Calendar link
- 4- Click on desired class(es) and then Complete Registration on the top right side of the page.

Please contact the CAC office for all questions regarding training hours needed for Licensing, Career Ladder or CDA. We would be happy to help create a training plan that would best meet your needs.

CAC –USU Bridgerland Training Registration Policies

1. **Registration** will be accepted by mail or in person. The CAC-USU Registration form must be completed in its entirety and payment must be included in order for registration to be processed. Payment can include cash (in person only), check, money order, CAC-USU Bridgerland Credit Voucher or any CAC approved coupons.
2. **Feel** free to copy the registration form as necessary.
3. **Registration** is due **no later** than 5 business days before the first session of class.
4. **Late Fee** If there is room in a training class and we can accommodate you, you **might** be able to register late and be charged a **\$4.00 late fee**. There is no guarantee that we can admit you in the training.
5. **Registration** fees are non-refundable. If you cannot attend a class you have paid for, if you call at least 3 business days before the first session of the class, then you will be issued a credit voucher that can be used for a future CAC-USU Bridgerland training. Credit vouchers will be good for one year from the issue date and can only be used for classes offered **ONLY** by CAC-USU Bridgerland. Credit vouchers cannot be reissued if they become lost.
6. **If** you request registration for a class that is full you will have two options. We will contact you to see which option you prefer:
 - 1- You can either have your payment returned to you.
 - 2- Your name will be placed on a waiting list for the class you have requested. If you select the second option, your payment will be processed. If there is space available in the class, we will contact you. If no space becomes available, you will be issued a credit voucher for the course fee that can be used on a future CAC-USU Bridgerland course.
7. **You** will not receive any written confirmation of your registration unless the class you have requested is full or canceled. You can verify your registration in a course on the Care About Childcare website.
 - a. Log on to careaboutchildcare.utah.gov and click on the Provider tab, then click on **My Class Registration** to view the registered classes.
 - b. If you need additional help with the username and password, call the CAC office.
- 8- Caregivers who are needing hours for licensing may NOT register and/or pay for hourly classes. Caregivers will be charged in **FULL** for a training course.
- 9- If a caregiver needs to make up a session(s) in a course, please contact the CAC office no later than 3 business days prior to the scheduled make-up class.

FY19-Professional Development System Participant Code of Conduct

Last revised June 15, 2018

1. Punctuality / Attendance: I understand that I must be in class at or before the time scheduled class to begin in order to obtain credit for the class. If I arrive after the time that class is scheduled to begin, I may be able to use the time that I was actually in attendance for licensing credit, but I will have to repeat the full 2 1/2 hour session to get Career Ladder credit for the course. This includes returning on time from breaks and lunch. The class will begin when the instructor determines that it is time to start. I understand that if I am not present during the entire class period, I will not receive Career Ladder credit for the session, and will have to repeat the full 2 1/2 hour session in order to receive credit for the course.

2. Disruptive Behavior: I will be respectful to all personnel that supports the Professional Development System (e.g.: Care About Childcare staff, URPD staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the instructor and others in attendance during each class session. I will not engage in any conversation or behavior that is disruptive or disrespectful to the instructor or other participants in the class. I will attentively participate in class. I will not text message or make cell phone calls during class time. I understand that I am required to turn my cell phone and/or other electronic devices off or turn them to vibrate during class time. I will limit all cell phone calls to break time or after class time. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the instructor or other class participants.

3. Illegal Activity/Health & Safety: I understand that any illegal activity, including behavior that threatens the health or safety of the instructor or another class participant before, during or after class will be cause for my immediate expulsion from class and permanent suspension from participation in the Career Ladder and the Professional Development Incentive, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a class if my condition prevents me from participating or is disruptive to the class environment.

4. Children: I understand that adult training classes are not a developmentally appropriate environment for children of any age. I will not bring children to class.

5. Class Roll: I understand that in order to receive credit for each class session, I must sign my full legal name on the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else.

6. Confidentiality: I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence, and not discuss it with family or friends outside of that classroom setting.

7. Refunds: I understand that class registration fees are non-refundable. I understand that if I notify the host training agency a minimum of three days in advance that I am unable to attend a course for which I am registered, that my registration fee may be able to be credited toward another class. I understand that it is my responsibility to contact the host-training agency to make these arrangements.

8. Non-Compliance: I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), that I will be allowed one issued verbal warning upon the first violation of the above-listed rules. I understand that upon the second such infraction, I will be suspended from participation in the Career Ladder, Training, and Professional Development Incentive for one year from that infraction date. I understand that upon the third such infraction I will be permanently barred from participation in the Career Ladder and Professional Development Incentive System. I understand that upon the first incident of any violation in which I engage in illegal activity (including threatening or intimidating behavior), that I will be permanently banned from participation in the Career Ladder and Training and the Professional Development Incentive System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Print Name _____

Signature _____

Date _____

***CAC-USU does not allow outside food to be brought into training.