

4-C Registration and Training Policies

Pre-registration is required for all trainings. Participants may only register themselves. Registration for other parties will not be accepted. Participants are registered on a first come, first served basis upon receipt of a completed registration form **and** all relevant fees/deposits, until all spaces are filled. Prior to trainings, an email or letter is sent notifying participants of their registration status. The letter will state whether the participant is registered or placed on the waiting list for a training. In the interest of timeliness, it may sometimes be necessary to notify providers via phone or fax.

Please note: CPR and First Aid classes are reserved for child care providers in DeKalb, Ogle, Lee, Whiteside, Carroll and McHenry Counties.

Fees and Deposits

Statewide fees have been set for the following Quality Rating System (QRS) related trainings. These fees are non-refundable and non-transferable.

- ★ Level 1 Credential Training-\$5 per module
- ★ Introduction to the Environment Rating Scale (ERS)-\$15
- ★ Program Administration Scale (PAS)-\$15
- ★ Business Administration Scale (BAS)-\$15
- ★ Introduction to the Family Child Care Environment Rating Scale (FCCERS)-\$15

Other trainings offered by 4-C are free of charge to 4-C provider members. There is a \$20 (per person, per class) deposit for ALL participants registering for CPR or CPR & FA combined classes and \$10 deposit for select trainings where specified. There is no deposit for Red Cross First Aid. **Deposit checks will be returned to participants who attend the class or who cancel by the 24-hour notification deadline. Please send separate checks for each individual attending trainings so we may return the deposit. Please do not combine any fees or deposits.**

Child care providers who work outside the 4-C service delivery area may register for most 4-C trainings. *CPR and First Aid classes are reserved for providers in the 4-C service delivery area.* Statewide fees apply to QRS related trainings (see above). There is a \$10 non-refundable fee for other 4-C trainings.

*The "What is CCAP?" training is offered free of charge to any interested provider, parent or social service agency staff who would like to learn more about the Illinois Department of Human Services Child Care Assistance Program.

Please note:

Limits: Many trainings have an enrollment limit. Additionally, at times it may be necessary for 4-C staff to limit the number of registered participants from a single child care program.

Arrival time: Admittance is closed 15 minutes after the advertised start time of the training.

Participants are encouraged to arrive several minutes before the scheduled starting time.

Children: Out of respect for the presenter and other participants, and for the well being of the child, children are not to attend 4-C trainings.

Participant Cancellation: Registered participants who cannot attend a training are asked to please call 4-C as soon as possible. Many trainings have a waiting list, so early notification may allow someone else to participate. Individuals who do not attend, and who do not call to cancel 24 hours prior to a training requiring a deposit, forfeit their deposit.

Postponement or cancellation: 4-C may need to cancel or postpone a training due to low registration, trainer illness, weather, or other emergencies. Every effort is made to reschedule trainings.

Clock Hour Documentation: At the conclusion of each class, participants receive a certificate indicating the title of the training, the curriculum (CDA content area) and the number of clock hours earned. Only those who attend the entire training will receive a certificate of credit for the clock hours awarded for that training.

PRE-REGISTRATION IS REQUIRED FOR ALL 4-C TRAININGS—EACH PERSON ATTENDING TRAINING MUST FILL OUT A FORM. DEMAND IS HIGH AND SPACE IS LIMITED. PLEASE REGISTER EARLY.

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Cell Phone _____

Email notification is the preferred method for registration status.

Please provide cell # in case of last minute changes.

Employer _____ Phone _____

Address _____

City _____ County _____ State _____ Zip _____

Address Preference for postal mail: Work Home

Licensed Status: DCFS Licensed License-Exempt I am in the process of licensing

Do you currently care for children on IDHS' Child Care Assistance Program (CCAP)? Yes No

Does your program have a current 4-C membership? Yes No

Membership allows for free registration for 4-C trainings, except those with mandatory statewide fees.*

Family Child Care (FCC) Providers ONLY

Position: FCC Owner FCC Staff I am in the process of becoming licensed

Check ALL ages currently enrolled: Infants Toddlers Twos Preschoolers School-agers

Child Care Centers (CCC) ONLY

Position: Director Assistant Director Teacher Assistant Teacher

Check the primary age with which you currently work (choose only one):

Infants Toddlers Twos Preschoolers School-agers

***ALL PROVIDERS** The following trainings have a statewide non-refundable fee due with registration:
 Level 1 ECE Credential modules= \$5 ea. Environment Rating Scales Trainings (ERS)= \$15
 Program Administration Scale (PAS)= \$15 Business Administration Scale (BAS)= \$15

****The following trainings have a refundable deposit due with registration. Deposits are returned to participants upon completion or cancellation 24 hours or more prior to the date of training.**
 CPR and CPR&FA combined classes=\$20 Select trainings when specified in training description=\$10

Training Title	Date	Time	Location	Fee*/ Deposit**	Office Use Only

**Trainings without fees or deposits may be emailed, faxed or mailed.
 Trainings with required fees or deposits must be mailed or dropped off at the office.**

For trainings in Carroll, DeKalb, Lee, Ogle or Whiteside Counties send registration forms with all required fees/ deposits to: 4-C DeKalb, 155 N. Third St., Ste. 300, DeKalb, IL 60115 p. 815-758-8149 ext. 226 f. 815-758-5652

For trainings in McHenry County send registration forms with all required fees/deposits to:
 4-C McHenry, 667 Ridgeview Dr., McHenry, IL 60050 p. 815-344-5510 ext. 10 f. 815-344-5520

Training Registration