

Training Registration Form

Pre-registration is required for all 4-C Trainings. Separate forms are needed for each person registering. Space is limited; please register early to secure your place.

Online registration is now also available! Visit: <http://www.four-c.org/calendar/>

Name: _____ Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Cell Phone: _____

Email notification is the preferred method for sending registration confirmations. Please provide cell # in case of last minute changes.

Employer: _____ Phone: _____

Work Address: _____ City: _____ Zip: _____

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 benefits include waived registration fees for many 4-C trainings. Some exclusions apply.

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

Position: Relative Caregiver FCC Owner FCC Staff Director Assistant Director
 Teacher Assistant Teacher

Check ALL ages currently enrolled: *Center staff check the primary age with which you currently work (choose only one)*

Infants Toddlers Twos Preschoolers School-agers

CPR and First Aid Fee Waiver for CCAP Providers Only

CPR and First Aid Training fee is waived for providers caring for children on the Child Care Assistance Program (CCAP) who are required to complete the CCAP training requirements. This excludes relative family child care providers caring for school age (SA) children only, family child care assistants, and others with roles not applicable.

I am a child care provider being paid by the child care assistance program (CCAP). I am requesting a one-time free CPR/First Aid class. Eligibility to be verified by 4-C.

Training fees are non-refundable & non-transferable. Fees are due with your registration form.

Please make checks payable to 4-C.

Training fees are indicated in the training event listing.

CPR & First Aid training registration fee is \$20 for non-CCAP providers.

Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership.

See [page 2](#) for more information.

| Training Title | Date | Time | Location | Fee* | Office Use Only |
|----------------|------|------|----------|------|-----------------|
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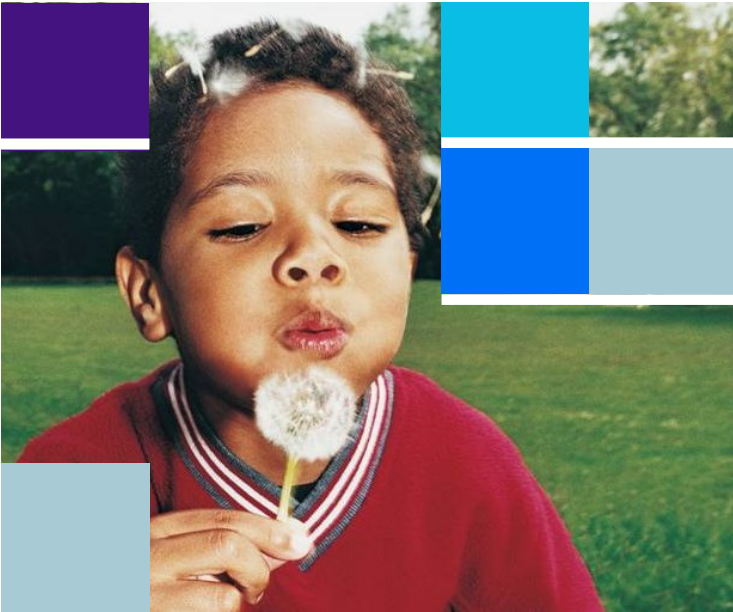
Trainings without fees or deposits may be emailed, faxed or mailed to:

Jennifer Ewing at the 4-C DeKalb Office: 155 N. Third St., Ste. 300, DeKalb, IL 60115
815-758-8149 ext. 287, jennifere@four-c.org or Fax 815-758-5652

Beth Kirby at the 4-C McHenry Office: 667 Ridgeview Dr., McHenry, IL 60050
815-344-5510 ext. 10, bethk@four-c.org or Fax 815-344-5520

Trainings with required fees or deposits must be mailed or dropped off at the office.

How to Register



Statewide Training Fees

- An Introduction to the Environment Rating Scales: \$10
- An Introduction to Transitions: \$10
- Caring for Mixed Ages of Children: \$10
- Creating Individual Professional Development Plans: \$10
- Creative Curriculum for Infants, Toddlers, and Twos: \$20
- Creative Curriculum for Preschool: \$20
- Early Childhood Developmental Screening: \$15
- Family and Community - Partners in Learning: \$10
- Fundamentals of Child Assessment: \$10
- Introduction to Developmental Screening Tools: \$10
- Redleaf Family Child Care Curriculum: Teaching Through Quality Care: \$20
- Understanding and Planning for Continuous Quality Improvement: \$10
- Welcoming Each and Every Child: \$15

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. Please note: Checks held for waiting lists will be shredded at the end of the current calendar period.

Confirmations: Prior to trainings, an email or letter is sent notifying participants of their registration status. The email/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 by phone. In addition to the confirmation email/letter, participants with an email address will receive a training reminder email within 1-2 weeks of the training.

Fees and Deposits: Select trainings, when specified in the training event listing, require a fee or are free with a 4-C membership. Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership. Fees are non-refundable and non-transferable. Other trainings, when specified, may have a deposit required for registration. Free trainings for all providers are noted in the quick reference guide. Cash or checks accepted. Please make checks payable to 4-C.

4-C Membership: Membership dues are paid annually and are in effect for one calendar year. 4-C membership is open to child care providers working in one of the following counties: Carroll, DeKalb, Lee, McHenry, Ogle, or Whiteside. Benefits include: waived fees for many trainings that meet DCFS licensing requirements for pre-service training, in-service training, and some credential requirements, and free use of the 4-C on-site resource libraries. Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership. Please see page 7 for the membership form.

Non-member Fees: Child care providers who work outside the 4-C service delivery area may register for most 4-C trainings. Please note: CPR and First Aid classes are reserved for providers in the 4-C service delivery area. Statewide fees apply to some ExceleRate trainings. Non-refundable fees for other 4-C trainings are listed on the quick reference guide; with the exception of the "What is CCAP?" training, ECE Credential Level 1 training, and other statewide trainings offered free of charge.

CPR/First Aid Fees: CPR/First Aid trainings are open to providers caring for families on the 4-C caseload, or who are 18 years and older and working in child care settings in Carroll, DeKalb, Lee, McHenry, Ogle, and Whiteside counties.

Training fee is waived for providers caring for children on the Child Care Assistance Program (CCAP) who are required to complete the CCAP training requirements. See the guidelines on the training calendar page of our website.

Providers not being paid by CCAP are required to pay the \$20 fee and have a current 4-C membership.