

## Child Care Aware of Minnesota - Training Policies and Procedures

### Registration and Payment

- A Develop account or membership is required for registration. Create an account and register for training on Develop at [www.developtoolmn.org](http://www.developtoolmn.org).
- Technical assistance with Develop is available through CAPLP Child Care Aware of the Northwest by email at [mntraining@caplp.org](mailto:mntraining@caplp.org) and by phone at 218-512-1579.
- Registrations will be accepted up to 7 days prior to the start-date of a training.
- Pre-registration is required. No walk-ins are allowed.

### Cancellation Policy

- **All registrations are final.**
- For a variety of reasons, CAPLP Child Care Aware may need to cancel classes. In the event that a class is canceled, participants will be notified as soon as possible. **If the course cannot be rescheduled, then the registration fee will be refunded.**
- Weather related cancellations will be made by 2 p.m. the business day of the training.
- CAPLP Child Care Aware will notify participants via email and a phone call using the contact information from Develop.

### Multi-Session and Credential Courses

- For multi-session training, participants must complete **all** sessions in order to receive in-service credit. No partial credit will be given.

### Attending Class

- Training will start and end on time; participants who miss 15 minutes or more of the training will **NOT** receive credit for attending. This includes excessive cell phone use.
- No children are allowed to come to training; attendees must be over the age of 13 to be registered as a class participant.
- Breastfeeding/Nursing mothers whose newborns are solely dependent on their mother for nutritional needs can bring their nursing babies (under the age of 7 months) to a Child Care Aware training. If the child becomes disruptive to the training, in the opinion of the trainer, the child will need to be taken from the classroom. All other rules around attendance will continue to apply.
- Bring appropriate learning tools (paper, writing utensil, laptop and/or tablet).
- CAPLP Child Care Aware can schedule an interpreter **if requested at the time of registration**. If you will be bringing your own interpreter, contact CAPLP Child Care Aware in advance.
- Interpreters must be 18 years of age or older.

### Child Care Aware - Professional Development Contacts

To find your local Child Care Aware organization, go to:

<https://www.childcareawaremn.org/contact-us/>