



## Training Policies and Procedures

### Health Protocols

- If you are feeling ill, stay home. Our contact information is below. Please connect with us and we will assist you to find another training.

### 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 Child Care Aware of Minnesota Northeast by email at [ccapd@pine.edu](mailto:ccapd@pine.edu) and by phone at 320-629-5164.
- 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, Child Care Aware of Minnesota 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. Child Care Aware of Minnesota will notify participants via email.

### Multi-Session Training

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

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### 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.

- Please print or download Guides prior to class. Bring appropriate learning tools (paper, writing utensil, and/or laptop or tablet).
- Child Care Aware of MN staff, trainers, and training participants must follow the guidelines of the NAEYC Code of Ethical Conduct: [www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf](http://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf)

## Accommodation Policy

- Accommodations are made on a case by case basis, please contact [Annette.Weaver@pine.edu](mailto:Annette.Weaver@pine.edu) or 320-629-5134 if you require special accommodation. The full Accommodation policy can be found at: <https://www.minnstate.edu/board/policy/1b04.html>

## Contacts

### **Kelly Darwin**

Registration and General Questions

[Kelly.darwin@pine.edu](mailto:Kelly.darwin@pine.edu)

320-629-5164

### **Annette Weaver**

Trainers and Class Scheduling

[Annette.Weaver@pine.edu](mailto:Annette.Weaver@pine.edu)

320-629-5134

### **Tiffany Sullivan**

Professional Development Advisor

Region 5 & 7E

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### **Kristi Wickstrom**

Professional Development Advisor

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