



**CHILD CARE AND DEVELOPMENT FUND (CCDF) PROGRAM  
Fiscal Year 2024 - Training and Technical Assistance Calendar**

Version: February 2024

Date	Title of Training or Technical Assistance and Description	Max # and Priority Participants	Venue/Time/Facilitator	Registration Due	Registration Link
April 2024	<p><b>Introduction to Ages and Stages – 3rd Edition TRAINING</b></p> <p>This training will be an introduction to the Ages and Stages- 3rd Edition Questionnaire. The ASQ-3 is the most widely used developmental screener across the globe. Participants will learn how to pinpoint developmental progress in children between the ages of one month to five and a half years and learn ways to communicate with families using the tool.</p> <p><b>Intended Audience:</b> New Child Care Providers and Directors who have not taken an introduction to ASQ-3</p>	<p>35</p> <p>Priority New Employee</p>	<p>Evergreen Learning Office, MSV Building, Chalan Kanoa</p> <p>9:00 am – 3:00 pm</p> <p>Evergreen Learning Staff</p>	April 9, 2024	<a href="https://forms.gle/zV5u7h6o6rtJUZPc9">https://forms.gle/zV5u7h6o6rtJUZPc9</a>
	<p><b>Prevention and Control of Infectious Diseases Including Immunization– HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Explore how infectious diseases are spread. Explore hand washing policies and procedures for children and staff. Identify the differences between cleaning, sanitizing, and disinfecting.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community May be taken as a Pre-Service or On-going Health and Safety Requirement</b></p>	<p>20</p> <p>Priority New Employee</p>	<p>Remote Presentation</p> <p>8:00 am to 10:00 am</p> <p>Evergreen Learning Staff</p>	April 9, 2024	<a href="https://forms.gle/Nxjw7A4gvJrU9FEs7">https://forms.gle/Nxjw7A4gvJrU9FEs7</a>
	<p><b>Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio Contaminants – HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Identify hazardous materials and biological contaminants. Explore why young children are vulnerable to these dangers and the strategies for properly handling and storing hazardous materials.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community May be taken as a Pre-Service or On-going Health and Safety Requirement</b></p>	<p>20</p> <p>Priority New Employee</p>	<p>Remote Presentation</p> <p>11:00 am to 1:00 pm</p> <p>Evergreen Learning Staff</p>	April 9, 2024	<a href="https://forms.gle/R7sCWMudLevU3D8t8">https://forms.gle/R7sCWMudLevU3D8t8</a>
	<p><b>Building and Physical Premises Safety – HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a pre-service requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn best practices for storage and administration of medication. Samples of forms and procedures/ policies are also presented.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community May be taken as a Pre-Service or On-going Health and Safety Requirement</b></p>	<p>20</p> <p>Priority New Employee</p>	<p>Remote Presentation</p> <p>6:00 pm to 8:00 pm</p> <p>Evergreen Learning Staff</p>	April 9, 2024	<a href="https://forms.gle/BX2KSZwr5qxrQ6M77">https://forms.gle/BX2KSZwr5qxrQ6M77</a>



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<b>April 2024</b>	<p><b>Apr-25</b></p> <p><b>Precautions in Transporting Children - HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Explore ways to protect children from hazards in and around vehicles. Participants will also learn about child seat safety.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community</b> <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Remote Presentation</p> <p align="center">6:00 pm to 8:00 pm Evergreen Learning Staff</p>	April 10, 2024	<a href="https://forms.gle/sEvVpN4WLbWfKa2F9">https://forms.gle/sEvVpN4WLbWfKa2F9</a>
	<p><b>Apr-27</b></p> <p><b>Prevention of and Response to Emergencies Due to Food and Allergic Reactions– HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn about food allergies and ways to prevent children's exposure to allergens. Plan a response for food allergy reactions, including anaphylaxis.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community</b> <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Remote Presentation</p> <p align="center">8:00 am to 10:00 am  Evergreen Learning Staff</p>	April 16, 2024	<a href="https://forms.gle/gMieWJrjfBqGc5PCA">https://forms.gle/gMieWJrjfBqGc5PCA</a>
	<p><b>Apr-27</b></p> <p><b>Administration of Medication, Consistent with Standards for Parental Consent – HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a pre-service requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn best practices for storage and administration of medication. Samples of forms and procedures/ policies are also presented.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community</b> <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Remote Presentation</p> <p align="center">11:00 am to 1:00 pm  Evergreen Learning Staff</p>	April 16, 2024	<a href="https://forms.gle/P7A7zSXMekWELA2y7">https://forms.gle/P7A7zSXMekWELA2y7</a>
	<p><b>April 27, May 4, May 11</b></p> <p><b>TRAINING Series - Early Childhood Environment Rating Scale 3rd Edition (ECERS-3) Cohort</b></p> <p>The Third Edition of the ECERS is a major revision that introduces innovations in both the content and administration of the scale while retaining the continuity of the two principal characteristics of the ECERS, namely its comprehensive or global definition of quality and the reliance on observation as the primary source of information on which to base assessment of classroom quality. The scale consists of 35 items organized into 6 subscales: Space and Furnishings, Personal Care Routines, Language and Literacy, Learning Activities, Interaction, Program Structure. The session will include discussions, sample scoring, and video presentations.</p> <p><b>Intended Audience:</b> Preschool Teachers/Aides and Child Care Providers labeled as All Age Groups <b>Note: This training series must be completed in its entirety. Failure to complete the full series, may result in a fine that must be paid in full before attending another scheduled training. Refer to #13 under Important Things to Remember at the end of this PD Calendar</b></p>	<p align="center">15</p> <p align="center">New Preschool Teachers and/or Aides</p>	<p align="center">Evergreen Learning Office, MSV Building, Chalan Kanoa</p> <p align="center">8:00 am - 11:30 am</p> <p align="center">Evergreen Learning Coach</p>	April 16, 2024	<a href="https://forms.gle/DyECxZ7fUftwA8GN8">https://forms.gle/DyECxZ7fUftwA8GN8</a>

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<p align="center"><b>May 2024</b></p> <p>May 4, May 11 &amp; June 1</p>	<p><b>TRAINING Series - Family Engagement</b></p> <p><b>MAY 4</b>  <b>Module 1: A Relationship Based Approach to Family Engagement-</b> This module focuses on family engagement as a relationship- based process. It explores strengths-based strategies for early childhood educators and programs to engage families in meaningful ways. The module is for educators working with children from birth to age 5.  <b>Module 2: Gathering and Sharing Child Assessment and Data-</b> This module focuses on ways that early childhood educators can work alongside families to gather, share, and use child assessment data, or information. This module is for educators working with children from birth to age 5.  <b>MAY 11</b>  <b>Module 3: Engaging Fathers -</b> This module focuses on ways that early childhood educators can work alongside and engage fathers in early learning programs. This module is for educators working with children from birth to age 5.  <b>Module 4: Partnerships that Foster Development and Learning-</b> This module focuses on ways that early childhood educators can work alongside families to support children’s ongoing development and learning through everyday interactions and experiences. This module is for educators working with children from birth to age 5.  <b>JUNE 1</b>  <b>Module 5: Understanding Children’s Behavior as Communication –</b> This module focuses on ways that early childhood educators can partner with families to understand and respond to children’s behavior as communication. This module is for educators working with children from birth to age 5  <b>Module 6: Responding with Families to Developmental Concerns-</b> The focus of this module, “Family Engagement in Early Care and Education” explores engaging families when they or educators have concerns that a child is at risk for a disability or developmental delay. Some information in this module may also refer to children with disabilities as children with special needs. The module is designed for educators working with children ages birth to 5.</p> <p><b>Intended Audience:</b> Child Care Providers and Directors</p>	<p align="center">15</p> <p align="center">First eligible registered providers</p>	<p align="center">Remote Presentation</p> <p align="center">9:00 am to 2:00 pm</p> <p align="center">Evergreen Learning Training and Development Specialist</p>	<p align="center">April 23, 2024</p>	<p align="center"><a href="https://forms.gle/mNS9bQm824DUrifd6">https://forms.gle/mNS9bQm824DUrifd6</a></p>
	<p>May-6</p>	<p><b>MANDATORY CCDF Orientation for Ongoing/ Renewing CCDF Centers - TECHNICAL ASSISTANCE</b></p> <p>This orientation will provide updates and clarifications regarding CCDF and CCLP Requirements. This training is primarily for CCDF centers undergoing a renewal process. This is a requirement and a CCDF Director or an approved 2nd point of contact individual must attend this TA before the expiration of their CCDF Provider Certificate.</p> <p><b>Intended Audience:</b> Renewing and Ongoing CCDF Directors</p>	<p align="center">30</p> <p align="center">Renewing and ongoing CCDF Director / Any authorized representatives</p>	<p align="center">Remote Presentation</p> <p align="center">5:30 pm to 6:30 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">April 22, 2024</p>

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<b>May 2024</b>	<p><b>CCLP Orientation for New, Interested, or Ongoing Child Care Providers and/ or Parents</b></p> <p>This orientation will provide information regarding CCLP Requirements for <i>interested providers</i>. This orientation is <i>primarily for individuals thinking about opening a child care business</i> or parent(s) who are interested in learning about CCLP requirements.</p> <p>Intended Audience: Community and Parents; Ongoing Providers (Optional only)</p>	<p align="center">20</p> <p align="center">Community Members</p>	<p align="center">Remote Presentation</p> <p align="center">5:30 pm to 6:00 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">April 23, 2024</p>	<p align="center"><a href="https://forms.gle/wwJYxzH6fUxWWsXdA">https://forms.gle/wwJYxzH6fUxWWsXdA</a></p>
	<p><b>CCDF and QRIS Orientation for Interested Providers and/or Parents</b></p> <p>This orientation will provide information regarding CCDF and Requirements for <i>interested providers</i>. This orientation is primarily for individuals thinking about opening a child care business or parent(s) who are interested in learning about CCDF requirements including the Quality Rating and Improvement System (QRIS) - what it is, its purpose, and how to meet quality improvement goals at each of the star rating level.</p> <p><b>Intended Audience:</b> Community and Parents</p>	<p align="center">20</p> <p align="center">Community Members</p>	<p align="center">Remote Presentation</p> <p align="center">6:00 pm to 7:30 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">April 23, 2024</p>	<p align="center"><a href="https://forms.gle/sT5ymLaaEYthpDP89">https://forms.gle/sT5ymLaaEYthpDP89</a></p>
	<p><b>MANDATORY Coaching and QRIS Orientation for New Providers – 2 Part TECHNICAL ASSISTANCE</b></p> <p><b>Part 1: Wednesday- QRIS Orientation:</b> Learn about the Quality Rating and Improvement System - what it is, its purpose, and how to meet quality improvement goals at each of the star rating level.</p> <p><b>Part 2: Friday- Coaching Orientation:</b> Learn about the available coaching and technical assistance supports available to help achieve QRIS standards. In addition, provider responsibilities, coach responsibilities, coaching process, and other related topics will be covered in this orientation.</p> <p><b>Intended Audience:</b> <u>New</u> Child Care Providers Attending the QRIS Orientation and Coaching Orientation is a requirement for <u>new providers and staff</u> under Star 1 of the CNMI Quality and Rating Improvement System – Reach Higher, CNMI.</p>	<p align="center">30</p> <p align="center">Priority New Employee</p>	<p align="center">Remote Presentation</p> <p align="center">5:30 pm to 6:30 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">April 24, 2024</p>	<p align="center"><a href="https://forms.gle/HdgFVSeAsEkH8kY2A">https://forms.gle/HdgFVSeAsEkH8kY2A</a></p>

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<b>June 2024</b>	<p><b>Child Development - HEALTH AND SAFETY TRAINING</b></p> <p>Participants will develop an understanding of the ability's children are born with that help them learn so quickly in the first few years of life. The five domains of development and why they should be addressed in the child care setting will also be explored.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community</b> <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Remote Presentation</p> <p align="center">6:00 pm to 8:00 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">May 21, 2024</p>	<p align="center"><a href="https://forms.gle/HhZrwQApqa7uLGjO6">https://forms.gle/HhZrwQApqa7uLGjO6</a></p>
	<p><b>Recognition and Reporting of Child Abuse and Neglect - HEALTH AND SAFETY TRAINING</b></p> <p>Participants will learn the definitions and indicators of child abuse and neglect, how to respond when they suspect a child is being abused or neglected, and what to do to report their suspicions.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community</b> <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Remote Presentation</p> <p align="center">5:30 pm to 8:00 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">May 28, 2024</p>	<p align="center"><a href="https://forms.gle/jadTMqVENHiJtJHCA">https://forms.gle/jadTMqVENHiJtJHCA</a></p>
	<p><b>Prevention of Sudden Infant Death Syndrome and the Use of Safe-Sleep Practices – HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn the factors that have been linked to sudden infant death and ways to reduce the risk. Explore practices that create a safe sleep environment for babies.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community</b> <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Evergreen Learning Office, MSV Building, Chalan Kanoa</p> <p align="center">8:00 am to 10:00 am</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">June 4, 2024</p>	<p align="center"><a href="https://forms.gle/VBGsdBBug445PrXr5">https://forms.gle/VBGsdBBug445PrXr5</a></p>
	<p><b>Prevention of Shaken Baby Syndrome and Abusive Head Trauma–HEALTH AND SAFETY TRAINING</b></p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn the dangers of shaking babies and causing abusive head trauma. Identify strategies for coping with and calming a crying baby.</p> <p><b>Intended Audience: Child Care Providers, Directors, and Community</b> <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Evergreen Learning Office, MSV Building, Chalan Kanoa</p> <p align="center">11:00 am to 1:00 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">June 4, 2024</p>	<p align="center"><a href="https://forms.gle/oS2EWHBaqcE8J6pK9">https://forms.gle/oS2EWHBaqcE8J6pK9</a></p>

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<b>June 2024</b>	<p><b>Emergency Preparedness and Response Recovery Plan - HEALTH AND SAFETY TRAINING</b></p> <p>Identify the new federal requirements and Health and Safety Standards for emergency preparedness and planning. Identify natural disasters and human-caused events that should be addressed in emergency plans by CNMI childcare providers. Explore the six steps of emergency planning.</p> <p><b>Intended Audience:</b> Child Care Providers, Directors, and Community <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p align="center">20</p> <p align="center">Priority New Employee</p>	<p align="center">Remote Presentation</p> <p align="center">5:30 pm to 8:00 pm</p> <p align="center">Evergreen Learning Staff</p>	<p align="center">June 4, 2024</p>	<p align="center"><a href="https://forms.gle/TS4o1kGHuXM7DVfYA">https://forms.gle/TS4o1kGHuXM7DVfYA</a></p>
	<p><b>TRAINING (7 Units): The Growing Brain - From Birth to 5 Years Old</b></p> <p>This innovative course focuses on giving childcare providers evidence-informed strategies with which to prepare them for their vital role in building healthy brains. This course fills a unique niche by providing a comprehensive understanding of how the brain develops, along with ways the provider can encourage healthy brain development in children from birth to 5 year</p> <p>(9:00 am to 12:00 pm) – Unit 1: The Growing Brain: The Basics</p> <p>(1:00 pm to 4:00 pm) – Unit 2: The Growing Brain: The Factors Affecting Brain Growth and Development</p> <p><b>Intended Audience:</b> Child Care Providers</p> <p>Note: This training is a special offering of CNMI Brain Builders - CCDF's Science of Early Learning Initiative. The units must be completed to receive incentives and certification.</p>	<p align="center">15</p> <p align="center">First eligible registered providers</p>	<p align="center">Training Room 201, MSV Building Chalan Kanoa</p> <p align="center">9:00 am to 12:00 pm; 1:00 pm to 4:00 pm</p> <p align="center">Certified The Growing Brain Trainer</p>	<p align="center">June 11, 2024</p>	<p align="center"><a href="https://forms.gle/gcFFKiCU1rRCoQnd9">https://forms.gle/gcFFKiCU1rRCoQnd9</a></p>

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## **Professional Development (PD) Definitions**

**Training** is a learning experience, or series of experiences, specific to an area of inquiry and related set of skills or dispositions, delivered by a professional(s) with subject matter and adult learning knowledge and skills. A planned sequence of training sessions comprises a training program.

**Preservice** or initial training refers to PD in which an individual engages prior to beginning a position. Preservice training may be required for early childhood professionals to serve in a role.

**Ongoing or in-service** training is PD in which early childhood professionals engage to enhance their skills and remain current regarding knowledge and practice in the field. In-service training may be required for early childhood professionals to continue serving in a role.

**Technical Assistance (TA)** is the provision of targeted and customized supports by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients

**Mentoring** is a relationship-based process between colleagues in similar professional roles, with a more-experienced individual with adult learning knowledge and skills, the mentor, providing guidance and example to the less-experienced protégé or mentee. Mentoring is intended to increase an individual's personal or professional capacity, resulting in greater professional effectiveness.

**Coaching** is a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal-setting and achievement for an individual or group.

**Consultation** is a collaborative, problem-solving process between an external consultant with specific expertise and adult learning knowledge and skills and an individual or group from one program or organization. Consultation facilitates the assessment and resolution of an issue-specific concern—a program-/organizational-, staff-, or child-/family-related issue—or addresses a specific topic.

## **IMPORTANT THINGS TO REMEMBER**

1. **PAS Training** – only those who meet the definition of *administrator and their QRIS secondary contact* are allowed to attend. Administrator refers to the individual who has primary responsibility for planning, implementing, and evaluating the early childhood program. Role titles for administrator vary and may include director, manager, coordinator, or principal. **Refresher on the ASQ-3 Questionnaire** – This workshop is meant for teachers who have completed the *Introduction to the ASQ-3 Questionnaire* training.
2. **Priority participants** will be noted on the form. Please read carefully. Refer to intended audience specifications along with maximum capacity.
3. **12 Pre-Service Training Topics** – These topics must be completed by a new provider within three (3) months of approval from CCLP. A **new provider** is defined as a teaching staff or anyone who works directly with children – to include floater, part time substitute or long-term substitute (within the organization or through an agency or manpower). While the new provider is completing the 12 pre-service training topics, he/she may not be left alone with children. He/ She must be supervised by another staff who has completed the pre-service training topics. A new provider who has not completed the 12 pre-service training topics within the time frame of three (3) months shall be removed immediately from the classroom and will not be allowed to work with children either as a floater and/or as a substitute. **(03.01.2020)**
4. **Required Annual Health and Safety Topics** – Effective **October 1, 2021 (FY2022)**, all CCDF providers must complete/ participate in specific health and safety training as indicated below **(Memo FY21 No. 7 emailed to CCDF providers April 27, 2021):**

<b>Child Care Staff</b>	<b>Topics that must be taken Annually</b>	<b>Topics that must be taken every 2 years</b>	<b>Topics that must be taken every 3 years</b>
All child care staff who have direct responsibility for the care of children (includes directors, teachers, assistant teachers, caregivers, aides, and floaters)	<ul style="list-style-type: none"> <li>● Prevention of and response to emergencies due to food and allergic reactions</li> <li>● Child Development</li> <li>● Recognition and reporting of child abuse and neglect</li> </ul>	<ul style="list-style-type: none"> <li>● Pediatric First Aid and CPR Certification</li> </ul> <p>Note: At least 1 provider in each age group</p>	<ul style="list-style-type: none"> <li>● Prevention and control of infectious diseases (including immunization)</li> <li>● Administration of medication, consistent with standards for parental consent</li> </ul>
In addition, all child care staff who have direct responsibility for the care of infants and toddlers	<ul style="list-style-type: none"> <li>● Prevention of sudden infant death syndrome and use of safe sleep practices</li> <li>● Prevention of shaken baby syndrome and abusive head trauma</li> </ul>	<ul style="list-style-type: none"> <li>● Pediatric First Aid and CPR Certification</li> </ul>	

5. **Providers for All Age Groups** – Providers identified as a caregiver/teacher for all age groups must complete all ongoing health and safety training topics for all age groups (**Memo FY21 No. 5**).
6. **Approval of Preservice Training Source** – Pre-service health and safety training topics taken online/ virtually must be approved by CCDF. Only those approved by CCDF will be counted towards training hours (**Memo FY19 No.7**).
7. **30 Hours of Ongoing Training/ TA hours** – It is the responsibility of the CCDF provider to ensure that the annual 30 hours of training and TA are completed for each and every ongoing staff, as applicable, every fiscal year. CCDF highly encourages *all* providers to plan accordingly and to establish a *system* for ensuring that this requirement is met to continue receiving CCDF Funds.
8. **Monthly PD Tracking** - The previous month’s hours must be uploaded to the shared google drive PD Tracker every 10th of the month or the next business day, if the 10th falls on a weekend or holiday.
9. **Duplicate Health and Safety Training Credit** - Evergreen Learning facilitated topics will be priority over approved online options (i.e. Texas A&M). This means that the same topic will only be counted once.
10. **Online Registration**- Late pre-registration will not be accepted.



11. **TRAINING SERIES – SBP, ERS Cohorts (ITERS-3, ECERS-3, SACERS-U), etc..**– If a participant fail to complete any one or all modules under any of the scheduled training series they are confirmed to attend, he/she will be subject to a fine, which must be paid to CCDF account: H8575M-44350 for all trainings under the series. To not be held to a fine if absence was due to an emergency, a document may be requested for approval. If approved, fine will not be charged.

The training series must be completed in its entirety. In case a participant missed one or any module due to an emergency, he/she does not need to attend the rest of the module. The participant has to register again on the next available training date and retake the whole series to earn credit/certificate.

12. **Reimbursement for Absence** – If a participant is confirmed to attend a training, workshop, and/or any CCDF–sponsored event and failed to show up or complete the training, he/she will reimburse CCDF based on the amount indicated on the Pre-Registration Form/ CCDF PD Calendar.
13. **Penalty/ Administrative Fees for Missed PD** – The following admin fees will apply for any participants who fail to complete any training, TA, workshop, and/ or any CCDF–sponsored event he/she has been confirmed to attend:

All types of trainings/ workshops: **\$35.00**      All types of pre-service trainings: **\$40.00**      All types of trainings not under NMC: **\$50.00**  
All trainings under NMC: **\$125.00**      Any other CCDF–sponsored event: **\$35.00**      All types of orientation under the CCDF/ CCDF contractor: **\$35.00**

14. **Emergency Notice** – Emergencies will be accommodated on a case-to-case basis provided written notice along with appropriate documentation is received by the CCDF contractor. Documentation must be turned in before he/she can pre- register for another CCDF-sponsored event, training, or workshop.
15. **Exclusivity** – These training opportunities are for CCDF providers ONLY unless noted to be otherwise.
16. **PD Calendar Revisions** – CCDF will update this calendar when necessary. It is the provider’s responsibility to ensure that a copy is made available for their program. For confirmation of training, TAs and/or workshops, CCDF will use the most current updated version.
17. **Pre-Registration on Google Forms** – CCDF/ CCDF contractor will not accept scanned copies of pre-registration forms for any specific training, PD, orientation and/or workshop. All pre-registration must be done on Google forms. Please use the link provided on this PD Calendar for your easy access.
18. **Verification** – All participant positions and status will be verified by Evergreen Learning.
19. **Confirmed participants-** CCDF/ CCDF contractor will send a confirmation to participants **3 work days before the training date.**
20. **Providers as Parents** – Providers who may be considered as "parents" will not be allowed to register as a "parent.” They must register as a CCDF provider for all training offered.

## Protocols for Attending Face-to-Face/ In-Person CCDF Training

1. Please come early so that there is ample time for participants to follow protocols.
2. **IF APPLICABLE:** Onsite pre-registration will be available 30 minutes before the scheduled training. Please sign-in 10 minutes prior to the training. Participants who are 10 minutes late for a face-to-face training will be denied entry. Please understand that missing more than 10 minutes in a short course means a significant amount of missed content.  
In case of an emergency, the provider should send an email notification to [training@evergreenlearning.org](mailto:training@evergreenlearning.org) with any documentation/ evidence. A provider who knows they will be 10 or more minutes late due to an emergency should send the notification email and plan not to attend at their registered schedule. Repeat offenders may be subject to fine on a case-to-case basis.
3. If you have any of the following symptoms upon arrival or had notified the instructor prior that you are displaying the following symptoms, you will not be approved to participate in the training:
  - a. If you have a temperature of 100.4 F or 38 C or higher;
  - b. If you have a cough and/or runny nose
  - c. Any flu-like symptoms
4. Children will not be allowed.
5. Follow social distancing mandates.
6. Wearing a face mask is optional, but it is still based on the majority in the participant group.
7. Wash hands before entering the training room or use hand sanitizers and/or alcohol provided by the pre-registration table. Wash hands or use hand sanitizers often.
8. Follow the maximum number of participants per table.
9. Assist in wiping down table tops before and after the training.
10. **Attendance:**
  - a. Cancellation with a valid reason must be made via email **4 days before** the training date or before confirmation email is sent. ***Failure to cancel enrollment in a timely manner is subject to a fine, which must be paid to CCDF account: H8575M-44350.*** This fee must be settled before the individual's registration to any future training will be reconsidered.
  - b. A confirmed participant's arrival after the scheduled training time may keep the individual from receiving credit for the training or workshop. In addition, a cancellation fine will be charged (reference the above statement for details).
  - c. Emergencies will be accommodated on a case-to-case basis **provided written notice along with appropriate documentation** is received by Evergreen Learning. Documentation must be turned in before he/she can pre-register for another CCDF-sponsored event or training.
  - d. Changes to participants may be accommodated provided **written notice** is received and approved by CCDF/ CCDF contractor at least **5 days** before the scheduled date of activity.

## **Guidelines for Attending Remote/ Virtual TA, Training, Presentations**

1. Make sure you have a stable internet connection.
2. Have your laptop or mobile phone fully charged before the scheduled time.
3. Set yourself up in a room of your home with the LEAST distractions.
4. You should not be **commuting/ driving or in the car** during the scheduled orientation, training, or TA.
5. You should not be engaging in any other activities (**e.g. cooking, watching TV, being on your phone**) during your scheduled orientation/training/workshop/TA.
6. If you are engaged in one of the activities described above (#4 and #5), the facilitator may ask you to leave the training/ workshop/ orientation and or TA as a result you will not be issued a certificate.
7. Mute your microphone when you are not talking.
8. Raise your hand if you have any questions or clarifications.
9. Let other participants finish first before talking.
10. Be respectful and courteous to the facilitator and participants by being fully engaged.
11. Please sign-in 10 minutes prior to the training. Participants who are 10 minutes late for a Zoom/virtual training will be denied entry. Please understand that missing more than 10 minutes in a short 2-hour course means a significant amount of missed content. In case of an emergency, the provider should send an email notification to [training@evergreenlearning.org](mailto:training@evergreenlearning.org) with any documentation/ evidence. A provider who knows they will be 10 or more minutes late due to an emergency should send the notification email and plan not to attend at their registered schedule. Repeat offenders may be subject to fine on a case-to-case basis.
12. Have your camera turned on and your face in the frame.
13. If you are sharing a laptop, limit to 2 teachers only.
14. **Attendance:**
  - a. Cancellation with a valid reason must be made via email **4 days before** the training date or before confirmation email is sent. **Failure to cancel enrollment in a timely manner is subject to a fine, which must be paid to CCDF account: H8575M-44350.** This fee must be settled before the individual's registration to any future training will be reconsidered.
  - b. A confirmed participant's arrival after the scheduled training time may keep the individual from receiving credit for the training or workshop. In addition, a cancellation fine will be charged (reference the above statement for details).
  - c. Emergencies will be accommodated on a case-to-case basis **provided written notice along with appropriate documentation** is received by Evergreen Learning. Documentation must be turned in before he/she can pre-register for another CCDF-sponsored event or training.
  - d. Changes to participants may be accommodated provided **written notice** is received and approved by CCDF/ CCDF contractor at least **5 days** before the scheduled date of activity.