



Training Registration Practices and Procedures FY 2023 – 2024

One Place appreciates your interest in the trainings contained in the catalog. Training registration practices and procedures are listed below for your convenience.

Training Requirements and Frequency

- **ITS-SIDS** - This training is required within 2 months of hire and should be updated every 3 years.
- **CPR & First Aid** – CPR and First Aid training expires and must be updated every 2 years.
- **Fire Safety** - This training is required annually to meet the requirements of your annual fire inspection.
- **Basic School Age Care (BSAC)** - This training is required for all school age program group leaders.
- **Playground Safety** - This training is required for at least one director or administrator who is responsible for completing monthly playground inspections. Other office staff may attend this training if needed.
- **Emergency Preparedness and Response (EPR)**- It is required for Administration and Directors who are responsible for completing and implementing the Emergency Care Plan in the center. **(Administration/Directors only)**

**Please verify with your administrator/director, if trainings are required by your facility in addition to the state required trainings listed above. For additional information regarding North Carolina Division of Child Development and Early Education training requirements and/or the number of professional development hours required per individual, please contact DCDEE at 1-800-859-0829 or visit the website at <http://ncchildcare.nc.gov>. **

Registration Practices and Procedures

1. Pre-registration and payment is required for all trainings. Payment must be received in order to reserve space. Monies **will not** be accepted the day of the training. **Enrollment is limited**. You can register for a training by choosing one of the following methods:

- a. **Online:** You may visit our website at www.oneplaceonslow.org. Visit this site to **register and pay** for a training session.
Online methods of payment accepted are Visa or MasterCard.
(Currently accepting online payments only)
2. Private Trainings are available upon request. There is a \$50 private training fee for all trainings. CPR and FA has a \$100 private training fee due to the amount of pre time required of the trainers.
3. Registration payments are **non-transferrable and non-refundable; non-attendance for training is not credited.**
4. Credits for future trainings **will only be given** with an email notification of non-attendance **24 hrs or more BEFORE** the scheduled training date. All notifications **AFTER** will not be credited or refunded.
5. Training participants who receive a credit may use it for another training session **within one year** from the credited training date.
6. All trainings will close **48 hours prior** to the training date **OR** when the number of participants reaches the maximum capacity.
7. Training events are for registered learners only. **Children and/or other non-registered visitors are not permitted to attend in-person or virtual training sessions.**
8. **A minimum of 5 participants** must be registered before the training will be conducted. If this number is not reached, we reserve the right to cancel the training session. Learners will be notified by email of any cancellations, and a training credit will be issued.
9. There is a **\$5.00 administrative fee** for any training transcripts and/or replacement training certificate(s) requests received by our office. If you would like to request copies of your training records or need a replacement certificate for a training you successfully completed, please contact Shannon Niro, Training Coordinator at (910) 938-1138 or Shannon.niro@oneplaceonslow.org for more information.
10. Unprofessional, disruptive or rude behavior will not be tolerated. You will be asked to leave and no credit will be issued.
11. Please check training descriptions for content and times as they may vary. All pre-requisites or technology requirements will be listed in the description of the learning event.
12. It is the participant's responsibility to have the ZOOM link available for the training **BEFORE** the training date. If you do not receive the registration confirmation with the ZOOM link at least 48 hrs before the training date, please check your SPAM/JUNK mail. You can contact **Shannon Niro, Training Coordinator at (910) 938-1138 or Shannon.niro@oneplaceonslow.org** if you do not receive the email. A credit will not be given for not attending due to not having the ZOOM link.