



Professional Development Training Policies

Registration and payment must be completed online at The Family Conservancy's website at: <https://www.thefamilyconservancy.org/events/category/training/> OR at www.ecehub.org. Registration must be completed 72 hours prior for in-person training, and 24 hours prior for online training. We do not accept "walk-in" registrations to any of our sessions. As we strive to provide a quality and professional training experience, we ask that you bring your professional learning skills by adhering to the following policies:

Cancellation Policy - If you must cancel your registration, please email the Training Coordinator (kmccall@tfckc.org) or call us at 913-742-4113 no later than 48 hours prior to the workshop to receive a training credit voucher. This credit voucher may be used to cover the registration fee for another workshop. No credits or refunds will be issued to no-shows or those arriving more than 15 minutes after the start of the session. We reserve the right to cancel or reschedule any training. In the event of a cancellation, participants will be notified and may receive a training credit voucher, refund, or select a new event to attend.

Inclement Weather - For inclement weather and training cancellations, call our Training Cancellation Line at 913-573-1893 ext. 1893, or visit The Family Conservancy's website or our Facebook page. When appropriate, TFC reserves the right to present the training online via Zoom at the same date and time as originally scheduled; participants will be notified via email submitted with registration.

Participation Requirements - Licensing requires participants to attend the entire training session (may not miss more than 15 minutes - including but not limited to arriving late, leaving early, or stepping out for a phone call) in order to receive clock hour credit. TFC trainers may withhold a participant's clock hour credit for the following reasons:

- A participant arriving late or logging on to the training late (or not being visible on camera) in excess of 15 minutes.
- A participant leaving or logging off before the training is completed.
- A participant leaving the training or being off camera for extensive periods of time.
- Excessive phone use during the training.
- Being disruptive during the training. (Disruptive behavior is behavior which interferes with the learning activities of other participants. This can include, but is not limited to, physically, verbally or psychologically harassing, threatening or

acting abusively toward an instructor, staff member or other participants. Disruptive behavior also includes the use of cell phones, texting, leaving multiple times or sleeping during a professional development event. If any disruptive behaviors are observed, the participant will be asked to leave without receiving a certificate of attendance and may result in no longer being able to attend training sessions sponsored by The Family Conservancy.)

Attendees - Children may not attend professional development events. In addition, children may not be left unattended in another part of the training location/building.

Additional Online Training Policies

- It is the responsibility of the participant to ensure that they are able to use the Zoom platform on their device prior to the start of any training and must be visible with camera on for the duration of the training. If assistance is needed prior to the training and you would like to 'Check your Tech', please contact our Training Coordinator, Kathy McCall, at kmccall@tfckc.org.
- If a participant accidentally gets disconnected from the training, they will be let back in from the waiting room if they immediately re-join and their previous attendance can be verified.
- Participants must join the training using a device that allows them to respond verbally or by chat (preferably both), has a camera that is turned on where the participant's face is visible for the duration of the training, and the participant is able to view any resources that the trainer shares visually. Credit cannot be given to participants who only call in since that does not meet the minimum participation expectations.
- Each participant must sign in via the chat function with their full name (and MOPDID if in MO). If more than one participant is attending the training through one device then each participant must sign in and be visible to the trainer or trainer helper.
- For safety reasons, clock hours will not be awarded to participants logged onto the training while driving a motor vehicle. If attending training while in a vehicle, please be parked in a safe location for the duration of the training.
- Participants have 24 hours to complete the training evaluation from the time it is sent. Participants are responsible for contacting TFC if they did not receive an evaluation.
- TFC will send training certificates within 10 business days after attendance has been verified.

If you have any questions about these guidelines and procedures, please contact: Kathy McCall, Training Coordinator, at 913-742-4113 or kmccall@tfckc.org