



Childcare Aware of Minnesota West Central District

Training Policies and Procedures

Registration:

- A Develop account or membership is required for registration. Create an account and register for training on Develop at www.developtoolmn.org
- Training registration assistance is available through Child Care Aware of Minnesota West/Central (Milestones) by email at training@milestonesmn.org and by phone at 320-251-5081.
- Technical assistance with Develop is available by email at support@develophelp.zendesk.com and by phone at (844) 605-6938.

When to Register:

- Pre-registration is required. No walk-ins are allowed.
- Registrations will be accepted up to 7 days prior to the start of training.

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.

Cancellation Policy:

- All registrations are final.
- Participants who withdraw from training at any time, for any reason, will not be issued a refund or be allowed to transfer to a different training. Substitutions are not allowed.
- For a variety of reasons, Child Care Aware of Minnesota West/Central may need to cancel a training for various reasons. In the event of a cancellation, participants will be notified as soon as possible. Child Care Aware Minnesota West/Central staff will notify participants via email then by phone, if needed.

- Milestones staff will help transferring to an alternative training and/or issuing a refund.
- Weather-related cancellations will be made by 2:00pm for a weekday training. If you have any questions, please email training@milestonesmn.org
- For weekend trainings, we will let part know the Friday before by 2:00pm via email and/or phone call.

Attending Training:

- Training will start and end on time. Participants who miss 15 minutes (or more of the training or who do not comply with training policy) will **NOT** receive credit.
- Only children aged 13 and above, with a paid registration, will be allowed to attend training.
- Child care will not be provided. Please make alternative arrangements for child care in order to actively engage in the learning experience. Children are not allowed to attend unless they are registered for the course and are 13 years of age or above.
- Bring appropriate learning materials (paper, writing utensil, and/or laptop or tablet).
- Select courses have a corresponding participant guide. This will be indicated at the time of registration and in the training reminder email. Participants are responsible for bringing their own copy to training. To access guides, please visit [Resources | Achieve | The MN Center for Professional Development \(mncpd.org\)](#). Guides are located under their course title in the "DHS Participation Guides" tab.
- Cell phones must be silenced and put away during training unless there is an emergency. Credit can be withheld from participants for any excessive cell phone use or absence, as determined by the instructor.
- The training instructor will record attendance during class. It is the responsibility of the participant to ensure that their name is communicated to the trainer, so that attendance is recorded.
- Training attendance and verification can be accessed on www.developtoolmn.org by logging into participant's individual Develop account and viewing or printing the Learning Record. Hard copy certificates are not available.
- Attendance will be updated in Develop within 5 business days of training event. It is participant's responsibility to ensure that their attendance is recorded in class.
- Milestones/Child Care Aware of Minnesota, West/Central staff, trainers, and training participants must follow the guidelines of the NAEYC Code of Ethical Conduct: [Ethics Position Statement2011_09202013update.pdf \(naeyc.org\)](#)

Accommodations:

- Child Care Aware of Minnesota West/Central values diversity and inclusion; we are committed to the inclusion of individuals with disabilities and/or ESL Learners in its programs, services, and activities through its compliance with state and federal laws.

- We will provide reasonable accommodations to individuals with documented disabilities and/or ESL Learners.
- Upon request, Milestones will provide an educator with an [ADA Disability Accommodation Request Form](#).
- The accommodation form must be received seven days prior to the training event. As long as requests can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, services will be provided. Milestones staff will work with the individual to determine reasonable accommodations. The individual will receive a response 48 hours prior to the training event.
- The following list is the accommodations that may be provided but are not limited to:
 - Changes to the environment and may include making existing facilities readily accessible to and usable by individuals, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified reader or interpreters, and other similar accommodations for individuals with disabilities.
 - Modifications for people with communications disabilities (blind, deaf, deaf/blind). Guidance is available here about [ADA Policies](#).
 - Service Animals must follow this [ADA Policy](#).

Interpretation Services:

- Upon request, Milestones can provide an interpreter free of charge. Please contact Brenda Greenwaldt, bgreenwaldt@milestonesmn.org or Tristin Altmann, taltmann@milestonesmn.org to request an interpreter **or** to state that participant will bring their own interpreter as soon as possible or at least 7 days prior to the training.
- Milestones will work to accommodate all interpreter requests. If an interpreter is not available, Milestones will assist participants in finding alternative trainings.
- Interpreters must be 18 years of age or older.

Accessibility:

- Please contact training@milestonesmn.org for accessibility details at the training location.
- If you find other barriers to prevent a successful training experience, please contact us at training@milestonesmn.org or 320-251-5081.

Child Care Aware of Minnesota Development Contacts:

To contact your local Child Care Aware organization:

- For Face-to-Face Training: Child Care Aware West/Central District
 - Tristin Altmann, Professional Development Delivery Coordinator
taltmann@milestonesmn.org, (320)249-3559
 - Brenda Greenwaldt, Professional Development Support Specialist
bgreenwaldt@milestonesmn.org, (320)342-9122, or
training@milestonesmn.org