



## **Professional Development Trainings Policy**

1. All dates, times, and locations are tentative and subject to change. View our Professional Development Training Calendar at [www.FamilyConnectionsMT.org](http://www.FamilyConnectionsMT.org)
2. No children please.
3. A minimum of 3 participants are required for all courses unless, otherwise specified.
4. Pre-payment is required, refunds will only be given if FCMT cancels a training/course. If a participant does not show up for a course, or leaves early from a course, then no refund will be given and that participant will not receive credit for the training/course.
5. Payment will not be accepted at trainings/courses.
  - a. Drop in participants will be turned away if the class is full.
  - b. If space is available in the class, drop-in participants will be accepted. Payment may be made via mail or drop box, and the credit/certificate for this registrant will be held until payment is confirmed by administrative staff.
  - c. Payments not received within 10 days for a drop-in participant will result in no training credit/certificate for the participant.
6. Family Connections MT reserves the right to cancel training due to low enrollment. Deadline for registration is 10 am the working day before the course. Participants will be notified of any cancellations by 5pm the working day before a canceled course.
7. Cancellation of a class due to extreme circumstances (emergency, illness, weather, etc.) may happen and participants will be notified as soon as possible if this occurs.
8. Cancellation and transfer to a new class by the participant must be made by 5pm the day before the scheduled course.
9. Request for a transfer or refund due to extreme circumstances the day of the course must be approved by the Education Director.
10. Waiting lists will be created for every class if maximum enrollment has been reached or an alternative space may be determined.
  - a. Family Connections MT will contact waiting list participants as soon as a space becomes available.
  - b. Payment for Waiting List participants will be accepted in the office until close (usually 5 pm). If after closing, payment can be received in the office drop box or mail. The certificate will not be issued until payment is verified.
11. Students who are disruptive during class, or violate class ground rules will be asked to leave and will not receive training credit.
12. Any participant missing more than 15 minutes of a class will not be given credit for that training.
13. STARS to Quality Required Trainings:
  - a. All STARS related trainings are free at this time. If a participant is a "no show" or drops from a course, the participant will be required to register again and will be charged to take the course.
  - b. No more than 1/3 of any STARS required training may be filled with staff from one facility.
  - c. Priority registration will be given to STARS participants for the first offering of a STARS required course.
  - d. For repeated offerings: 30% of the slots will be held for STARS participants, QAD referrals, and/or programs serving children with special needs. The remaining 70% of the class will then be opened for general registration.

- e. Family Connections MT reserves the right to prioritize by staff for centers that are registering for STARS courses, in order to accommodate more facilities. Examples of prioritization may be only lead teachers can attend, etc.
14. Prioritization for the Preschool Certification Course will be as follows:
    - a. All interested participants will fill out an application by the deadline stated for each course and a scoring process is in place to choose a maximum of 15 participants.
    - b. Participants will be responsible for purchasing the needed texts for the course.
  15. Prioritization for the Infant Toddler Certification Course will be as follows:
    - a. All interested providers will fill out an application by the deadline stated for each course and a scoring process is in place to choose a maximum of 15 participants.
    - b. Participants will be responsible for purchasing the needed texts for the course.
  16. CEU's are available through MSU-Bozeman for approved courses only. The forms are available with the Family Connections education department staff. MSU determines the cost of CEU's and once mailed they are out of Family Connections control.
  17. OPI Credits are made available for approved courses and forms are available through the trainer.
  18. When a payment is returned or insufficient for any reason or any type of payment, a participant will pay for class and charges that occurred due to the check being returned. Credit for the class will be revoked or not issued until payment is made with cash or money order.

Revised 2/2016