

Child Care Resource & Referral Training Calendar



How to Register for SNHS CCR&R Trainings

Training registration begins on the 1st of each month. Why? "Training comes first, before the hours, and that is why registration is the 1st of the month". Be intentional about your training selection. Select a training based on your needs and interests.

Registration is online using:



OR



<http://snhscrr.eventbrite.com>

<https://nhportal.naccraware.net/nh/>

Please note on the training calendar which registration method is required and register accordingly. Registration Symbols have been added to assist you in determining which method to use. For information on the NH Professional Registry and to register please visit <https://training.naccraware.net/training/containerLoginForm.do> or go to page 7 of our SNHS CCR&R Winter Newsletter.

TRAINING REGISTRATION POLICIES

Prior to registering for upcoming trainings, please review the below policies and recommendations. If you are a center director, we would encourage you to post these with the training calendar and consider addressing these at your next staff meeting. We appreciate your support and help as we streamline services and ensure that trainings are well attended and utilized by trainees. We encourage all trainees to select trainings that meet their needs and will support their professional development in a meaningful and intentional way.

- **SNHS CCR&R Training Registration is the 1st of each month.** As training comes first, before the hours, our training registration window is the 1st of the month. Please note that the registration window opens regardless of what day of the week it lands on. What is a "training registration window"? A training registration window is when registration opens for a training. When the window is open you can register. Essentially trainings can be registered on a monthly basis. SNHS CCR&R has found that monthly registration is easier for participants in terms of planning, it minimizes a wait list, and it helps early childhood professionals think about their training on a monthly basis.
- **Training with a cost, must be paid for through Eventbrite.** Training registration fees are non-refundable and non-transferable. Non-transferable means that you cannot give your registration to another individual. Fees obtained from trainings are used for SNHS CCR&R Materials, Expenses and Training Supplies.
- **Training information is available on a quarterly basis through our newsletter.** This information is disseminated by email to all SNHS CCR&R programs through the SNHS CCR&R Email Event List. This is the best way to receive our training information. Trainings are also posted on our network website at www.nh.childcareaware.org, at www.snh.org and on the NH Professional Registry.
- **IMPORTANT!!! Training Registrants are required to arrive to the training prior to the advertised start time of the training.** We do NOT accept late arrivals to trainings. We have found late arrivals are distracting to both the trainer and to participants. We encourage you to plan accordingly for the training you select and leave enough time to get there. Signs will be placed on host site doors when a training is in session to alert late arrivals that the training is in session. To maintain the professional integrity of the training being offered and to respect time of the trainer and trainees, there will be no exceptions to this and any discussion with the trainer, CCR&R Staff Member, host site or volunteer upon late arrival will not be permitted. If late, kindly refrain from coming to the training as you will not be allowed to attend.

- **All training registration is done through Eventbrite or through the NH Professional Registry** (See our newsletter or www.nh.childcareaware.org for more information on the Registry). Please look for registration links on the Training Calendar page. We have added the Eventbrite symbol and a Registry symbol to assist you in determining how to register. If you need assistance with online registration or do not have internet access, we can provide technical assistance/help by phone or via email. Please note that you should anticipate a response within 2 business days and, as these trainings are being offered through online registration, we cannot prioritize your registration. Calls are returned in the order in which they are received. Online registrants take precedence due to this new system and this system takes registrations as a trainee registers. Please leave one message when calling and only use one method (phone or email) when requesting technical assistance/help.
- **Pre-registration is required.** Space is limited, so register as early as possible. Should a session be full, a wait list will be maintained. When space opens up, you will receive an email from Eventbrite or the Registry indicating that you have come off of the wait list. You have 24 hours to respond to this notification and register before your space is offered to someone else.
- **A minimum of 10 registered people are required in order to hold a training.** We do not limit the number of people who register per program. We register the individual, not the program. Please note that if you are not able to attend you cannot replace yourself with another individual, that is done through our wait list process through SNHS CCR&R.
- **Replacement of lost or misplaced training certificates** can be provided for a fee of \$5.00 per certificate by contacting ccrtraining@snhs.org. Replacement certifications will only be issued at the request of the individual participant and will only be sent to the participant who attended the training. It is ultimately the participant's responsibility to maintain their training certificates, this is being provided as a courtesy and the fee is to cover administrative fees and postage.
- **If you need to cancel your registration for a training offered in the Registry**, please go into your online profile and withdraw from the training. If you do not withdraw from the training, a "no show" will be placed on your training transcript for that training and space won't open up for those on a potential wait list.
- **If you need to cancel your registration for a training offered in Eventbrite**, there are two methods of cancelling. If the training on Eventbrite had a cost please call the Training and Technical Assistance Line at your local SNHS CCR&R Office to cancel. Please note that registration fees are non-refundable and non-transferable. If the training on Eventbrite is free, you can cancel your own registration by going into Eventbrite and doing so.
- **If a training is cancelled by SNHS CCR&R**, all registered participants will be notified via the registration information provided through email. Cancelled trainings will also be listed on Facebook and will be noted on the Training and Technical Assistance Line's Voicemail for that Office.
- **When a training with a fee is cancelled by SNHS CCR&R**, participants will be refunded their registration fee. Trainings may be rescheduled at the discretion of the SNHS CCR&R Office. In this case, participants would need to re-register but would be given priority registration.
- **Courtesy Training Reminder/Confirmation Calls will not be conducted by SNHS CCR&R.** You are responsible for documenting your training registration, remembering to go and attending the trainings you are registered for. If you consistently register for trainings and consistently do not attend and/or notify us of your absence, we reserve the right to revoke your training privileges and/or remove you from any future training registrations.
- **SNHS CCR&R reserves the right to revoke training privileges** from individuals who do not adhere to these policies and/or act in an inappropriate manner at a SNHS CCR&R training.
- **SNHS CCR&R Trainings will be offered in the months of February to June and August to December.** SNHS CCR&R