



## Think Small/Child Care Aware of Minnesota Training Policies

### Registration and Payment

- A Develop account or membership is required for registration. Create an account and register for training on Develop at [www.DevelopToolMN.org](http://www.DevelopToolMN.org).
- Training registration is available online on Develop.
- Technical assistance with Develop is available through Think Small by email at [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) and by phone at (651) 641-3549.
- Registrations will be accepted up to 7 days prior to the start-date of a training.
- Pre-registration is required. No walk-ins are allowed.
- Only children age 13 and above, with a paid registration, will be allowed to attend training.
- Breastfeeding/Nursing mothers whose newborns are solely dependent on their mother for nutritional needs can bring their nursing babies (under the age of 7 months) to training at Think Small or off-site location. If the child becomes disruptive to the training in the opinion of the trainer, the child will need to be taken from the classroom. All other rules around attendance will continue to apply.

### Cancellations

- **All registrations are final. Participants who withdraw from a training, for any reason, will not be issued a refund or be allowed to transfer to a different training.**
- For a variety of reasons, Child Care Aware of Minnesota/Think Small may need to cancel a training. If we cancel a training, participants will be notified as soon as possible. In this case, Think Small will refund the training fee.
- Weather related cancellations will be made by 2 p.m. the day of the training. For Saturday trainings, decisions will be made by 2 p.m. the day prior to the event. Child Care Aware of Minnesota/Think Small staff will notify participants via phone and/or email. We will also update the Professional Development Support Line message (651-641-3549) and website ([www.thinksmall.org](http://www.thinksmall.org)).

### 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.

## Attending Training

- Training will start and end on time. Participants who miss 15 minutes or more of the training will NOT receive in-service credit.
- Cell phones must be silenced and put away during training unless there is an emergency. In-service credit can be withheld from participants for any excessive cell phone use or absence, as determined by the instructor.
- You will have access to the training classroom **30 minutes prior** to the start of training. Earlier admittance will not be permitted.
- Training attendance & verification can be accessed at any time on [www.DevelopToolMN.org](http://www.DevelopToolMN.org) by logging into your Individual Develop account and viewing or printing your Learning Record. Hard copy certificates are not available.
- Attendance will be recorded within five business days.
- Child care is not provided. Please make alternative arrangements for child care so you can be actively engaged in your learning experience.
- Bring appropriate learning tools (paper, writing utensil, and/or a laptop or electronic tablet).
- Select courses have a corresponding participant guide, 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 <https://www.mncpd.org/resources/#tab-id-6>. Guides are located under their course title, in the “DHS Participation Guides” tab.
- Upon request, Think Small can schedule an interpreter. If you will be bringing your own interpreter, please contact Think Small in advance. Interpreters must be 18 years of age or older.
- Think Small/Child Care Aware of MN staff, trainers, and training participants must follow the guidelines of the NAEYC Code of Ethical Conduct: <https://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf>

## Child Care Aware of Minnesota Professional Development Contacts

### To contact your local Child Care Aware organization:

For Face-to-Face Training:

Think Small: [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) or (651) 641-3549

For Online Training:

Eager-to-Learn: [etlsupport@childcareawaremn.org](mailto:etlsupport@childcareawaremn.org) or (651) 335-6658