Summer is hopefully right around the corner and with it brings fun and excitement with field trips and summertime outside fun. Remember as you are transporting children for field trips and other fun activities, creating a protocol for checking vans and cars to ensure every child makes it out and is accounted for is good for the safety of the children. While out with children, make sure all adults know your policies for making sure every child is supervised and accounted for. Most importantly, help those children make amazing memories.

Starting on June 1, 2019 registration for Care About Childcare WSU classes will be done online only. Starting July 1, all Care About Childcare classes statewide will only have online registration. Currently, caregivers need to log in to their Care About Childcare portal and pay for classes individually. If the center is paying for the class, they can have the caregiver log in to their account then the center can pay at checkout. A new database is currently in development and when that is complete, it is proposed that there be an option for caregivers to add a class to their cart and the center can log in to their portal and pay for any they may need to by selecting those carts of the caregivers listed under their center. More information will be provided when that feature becomes available.

Caregivers can access their account by going to careaboutchildcare.utah.gov, click on providers, click log in. At the top of the log in screen, there is a spot where they can click on “reset password.” It will have them enter their email address and email those instructions to them on setting up their password. Their username will be their email address. If they do not have an account or need help logging in, we will be happy to support Caregivers in creating an account 801-626-7837.

We would like to express our appreciation to those center programs that took the leap and jumped into the early rating opportunity for the Child Care Quality System. It has been a pleasure to see so many taking this opportunity. Remember, if you need support in submitting any of your other documents or questions about those items needed, please feel free to contact our CCQS specialist Janet at 801-626-7861.
Statistics for Weber Davis & Morgan Counties

Here are the current numbers for total slots (capacity) and vacancies in licensed facilities in our database.

Bountiful: Capacity = 855  Vacancies = 102
Centerville: Capacity = 86  Vacancies = 40
Clearfield: Capacity = 1,426  Vacancies = 149
Clinton: Capacity = 227  Vacancies = 31
Eden: Capacity = 50  Vacancies = 0
Farmington: Capacity = 157  Vacancies = 15
Farr West: Capacity = 56  Vacancies = 5
Fruit Heights: Capacity = 8  Vacancies = 1
Harrisville: Capacity = 269  Vacancies = 11
Hooper: Capacity = 150  Vacancies = 10
Kaysville: Capacity = 391  Vacancies = 39
Layton: Capacity = 647  Vacancies = 37
Morgan: Capacity = 16  Vacancies = 0
North Ogden: Capacity = 104  Vacancies = 0
North Salt Lake: Capacity = 422  Vacancies = 46

Ogden: Capacity = 1,876  Vacancies = 321
Plain City: Capacity = 48  Vacancies = 2
Pleasant View: Capacity = 68  Vacancies = 0
Riverdale: Capacity = 199  Vacancies = 31
Roy: Capacity = 758  Vacancies = 108
South Ogden: Capacity = 350  Vacancies = 33
South Weber: Capacity = 32  Vacancies = 0
Sunset: Capacity = 53  Vacancies = 12
Syracuse: Capacity = 508  Vacancies = 32
Uintah: Capacity = 16  Vacancies = 1
Washington Terrace: Capacity = 16  Vacancies = 5
West Bountiful: Capacity = 159  Vacancies = 15
West Haven: Capacity = 64  Vacancies = 0
West Point: Capacity = 40  Vacancies = 4

You can help us keep these numbers current through regular updating.

Keeping your record up-to-date also means parents will have the latest information about your care. It will ensure that you will only be sent referrals to fill the needs you have. You can update by calling our office at 801-626-7837 or visit our website at http://programs.weber.edu/cac/receiving-referrals.html.

When you call us, fill out the form online or email us your update you are entered into a monthly drawing for items to use in your child care.

If you are familiar with the Care About Childcare website, you can update information while logged in to that website. Just be sure to update your vacancies in addition to whatever else you wish to change and your name will be entered into the monthly drawing.

ENTER TO WIN
FY2020’S MONTHLY UPDATE PRIZE
Waterblocks and 2 textured balls

Starting July!
Every time you initiate an update with us, we will enter your name into the monthly drawing for the items pictured below.
We offer Assistance for:

- Family Engagement
- Education of Caregivers
- Health and Safety - participation in a health and safety program
- Leadership and Professional Development
- Submitting documentation in all domains

Helpful Links and Information:

What to Expect During Your CCQS Observation
https://jobs.utah.gov/occ/provider/quality.html

Approved Career Ladder Training
http://urpd.usu.edu/professional-development/approved-career-ladder-courses

How to apply for a Career Ladder Level
→ Upload your transcripts or certificates if they are not Care About Childcare Courses.
→ Contact the Utah Registry for Professional Development at urpd@usu.edu.

Family Engagement Rubric:

If you have any questions or would like more information or assistance, please contact Janet Wahlquist at the Care About Childcare office at Weber State University. janetwahlquist@weber.edu • 801-626-7861
Do you need CDA Assistance?

Come meet with Janet for Portfolio assistance, planning your classes, or any questions related to your CDA.

Janet will be available on the 2nd Thursday of each month in Davis County and the 4th Thursday of each month in Weber County. She will be available on the following dates:

**July 11th, Aug 8th, & Sept 12th**, 5-8 pm
WSU Farmington Station, 3rd floor - office

**Aug 22nd & Sept 26th**, 5-8pm,
Weber State, Education Building Room 6

Call 801-626-7861 if you have any questions.

Now Appearing in *Farmington*

In January we expanded our Career Ladder Courses locations.
Some of our classes will continue to be available at Weber State’s Farmington Station location.

Weber State Farmington Station is on the 3rd floor at Station Park, right above Old Navy. We will be in room #322.

Check the professional development calendar for classes at Farmington Station.

CPR & First Aid Training Sources

The following classes are not offered by CAC-WSU. For more information, please call the number provided.

- American Red Cross: (Weber/Morgan/N Davis) 801-627-0000
  (S Davis) 801-323-7000
- American Heart Association: 1-877-242-4277
- US Training Council: 1-877-554-8500, extension 2
- Lakeview Hospital: 801-299-2249
- McKay Dee Hospital: 801-387-7800
- Bountiful City Fire Department 801-298-6230
- The Playroom: 801-774-0074
- Steve Thorlakson: 801-201-0699
- Becky Erkkila: 801-678-4233
- Save-A-Heart: 801-582-7144
- Davis Hospital & Medical Center: 801-807-7023
- Ogden Regional Medical Center (CPR only): 801-479-2017
Fall Early Childhood Conferences

19th Annual Southern Utah Early Childhood Conference

“Oh The Places You’ll Go”

Keynote Presentation
Barb O’Neill

September 27 & 28, 2019
Dixie State University, St. George, Utah
Registration will be Open soon
http://childcarehelp.org/conference/

Funding provided by the Child Care and Development Grant, the Department of Workforce Services and the Office of Childcare.

Save the Date!
September 20 & 21, 2019
USU Eastern Price, Utah
http://usueastern.edu/conference/

The Butterfly Effect

the scientific phenomenon by which small changes create big impact.

Funding provided by the Child Care and Development Grant, the Department of Workforce Services, and the Office of Childcare.
TOP Star DEADLINE June 30,

NEW TOP Star Web-Based System

TOP Star Training is being upgraded!

If you are an early child care facility or staff currently (or planning to start) working on TOP Star Endorsement six training modules, PLEASE READ THIS!

The TOP Star training currently housed in Adobe Connect will be moved to another system starting July 1, 2019. Adobe Connect will no longer be available after June 30, 2019. No worries, you will be able to register in the new system and complete your modules in a similar way and obtain your continuing education credits and certificate.

Here are a few things to know:
- Please complete all TOP Star training modules as soon as possible, but no later than June 30th!
- If you do not complete a module, you will have to restart it from the beginning in the new system. You will still get credit and a certificate for your completed modules. Ask your local health department TOP Star Consultant to print you a certificate for those hours.
- If you are able, complete all of the six training modules before June 30th so you can have your certificate electronically.
- If you need to finish up any modules after June 30th, you will be given the new system’s log-in information and it will be posted on our choosehealth.utah.gov website. You can obtain a certificate for those remaining hours.
- Use this information to decide if you wish to use two systems or wait until AFTER July 1.
Training offered by Child Care Licensing

These classes are being offered by Child Care Licensing. They are to help you better understand the Child Care Licensing rules and their assessment.

- **Pre-registration through Child Care Licensing is required.** You can call the North Region office at 801-273-6617. Kat Martinez is the trainer for the northern part of the state. You can contact her at 801-698-3244 or katmartinez@utah.gov if you have any questions about these classes.
- Classes are held at venues independent of the Child Care Licensing Program. If you have any questions about the class, please DO NOT contact the venue.
- Classes are taught according to the Care About Childcare specifications. In order to receive Career Ladder credit, you must be there for the entire class.
- Classes include hands-on activities. Participation in all activities will enhance your learning experience and allow you to get the most out of the class.
- No children are allowed at the class.
- Read the rules. To help you understand the material that will be presented, read the child care licensing rules before attending the class. The rules can be found on our website at [www.childcarelicensing.utah.gov](http://www.childcarelicensing.utah.gov).
- If no one is registered within 48 hours, the class will be canceled.

**Child Care Center Licensing Rules Training**

- **June 12th** – Sections 12 - 17
  Online Training; Webinar on GoToMeeting
  1:30pm – 2:30pm
  To register online click [here](#).

- **July 18th** – Sections 18-24
  Online Training; Webinar on GoToMeeting
  1:30pm – 2:30pm
  To register online click [here](#).

- **August 8th** – Additional Topics Training
  Online Training; Webinar on GoToMeeting
  1:30pm – 2:30pm
  To register online click [here](#).

- **September 5th** – Session 1
  September 12th - Session 2
  Ogden
  6:30 - 9:00pm
  To register online click [here](#).

**Home Rules Training Schedule**

- **June 26th** – Sections 12-17
  Online Training; Webinar on GoToMeeting
  1:30pm – 2:30pm
  To register online click [here](#).

- **July 30th** – Sections 16-24
  Online Training; Webinar on GoToMeeting
  1:30pm – 2:30pm
  To register online click [here](#).

- **July 31st** – Home Rules Session 1
  Weber State University, Education Building, Room 6,
  6:30 – 9pm
  To register click [here](#).

- **August 1st** – Home Rules Session 2
  Weber State University, Education Building, Room 6,
  6:30 – 9pm
  To register click [here](#).

- **August 8th** – Additional Topics Training
  Online Training; Webinar on GoToMeeting
  1:30pm – 2:30pm
  To register online click [here](#).
**CAC - Weber State’s Training Policies**

- **You must pre-register.** You can register for Care About Childcare - Weber State’s classes online at [cac.utah.gov](http://cac.utah.gov).

- **Registration for each class will close 7 days prior to the start of class.** No registrations will be accepted within a week of the class’ start date. This will give us time to prepare the right amount of materials.

- **We register for classes one quarter at a time.** You may register only for the classes listed in our current schedule. Each quarter’s class schedule can be found on our website ([weber.edu/cac](http://weber.edu/cac)). Training announcements are sent every September, December, March and June via email.

- **Sorry, we are not able to issue refunds.**

- **If you are unable to attend a class and you call at least three business days before** the first session starts, we can send you a credit voucher. Please be sure to call during office hours Mon – Thu 7am-4:00pm, Fri 7pm - 1pm. You can reach us either at 801-626-7837. We cannot issue a credit voucher if you fail to notify us before the first session of a class. If you have an emergency please call us and we will discuss your options.

- Each 10 hour class is broken down into four sessions. **If you miss one or two session(s) in a class, no money can be refunded. However, you can make it up when that session is taught again, without repaying.**

- **To register for a make-up session with us,** contact us for a mail-in registration form. (801-626-7837 or careaboutchildcare@weber.edu)

- **To register using a credit voucher,** contact us for a mail-in registration form. (801-626-7837 or careaboutchildcare@weber.edu)

- We need to have a minimum number of providers enrolled to conduct the class. **Classes, which don’t meet these minimum numbers one week before the class is scheduled to start, will be either cancelled or rescheduled.** We will notify you and send you a credit voucher for another class.

- **Classes may be canceled due to weather.** We follow Weber State University’s policies regarding this issue. If the campus is closed, our classes will be canceled. If not, classes will be held. You can call Weber State at 801-626-6000 to find out if the campus has been closed. We will also leave a message on our main phone line 801-626-7837. All classes canceled due to weather will be rescheduled.

- **Certificates emailed to participants within one week after the class ends.** If you do not receive a certificate within two weeks of the final session, contact our office at 801-626-7837. If you lose or delete your certificate, there will be a $5 charge for a replacement.
CAC - WSU’s 2019 Summer Professional Development Calendar

Registration for classes takes place online through the Care About Childcare website (cac.utah.gov). You will need to log into your account.

For step by step instructions on how to register online, go to the following webpage: https://careaboutchildcare.utah.gov/pub/OnlineRegistrationSteps.pdf. If you are not sure whether or not you have an account, try the reset password option or call our agency at 801-626-7837.

Locations:
WSU MCKAY EDUCATION BUILDING is on Weber State’s South Ogden Campus. To find us using GPS, the address is 1351 Edvalson St, Ogden. Parking is free on campus after 4pm, unless marked otherwise. The best places to park are the large lot East of our building (A2) or West of the Institute of Religion (W10).

A map of campus can be found online at https://www.weber.edu/weberstatemap/.

WSU FARMINGTON STATION is located at 240 N East Promotory, Farmington. Weber State Farmington Station is located on the third floor above the Old Navy store. You can get directions to Farmington Station online here https://www.shopatstationpark.com/directions. A map of the entrance can be found online following this link.

Schedule

**Director’s Toolbox, Course 4: Circle of Influence & Managing Legal Risks**
- **Saturdays:** July 6 & 13  
  **Time:** 9am - 2:30pm
- WSU McKay Education Building Room 10
- **Cost:** $16
- **Credit:** 10 Licensing hours, 10 CDA hours
- **Career Ladder:** Levels 5 – 8, Center Director’s Endorsement
- **Instructor:** Janet Wahlquist

*In this course, participants will learn how to empower staff and make them vital partners in achieving center-wide goals, as well as prevent and manage problems with potential legal consequences.*

**Child Development: Learning in the Early Years**
- **Mondays & Wednesdays:** July 8, 10, 15, & 17  
  **Time:** 6:30pm to 9pm
- WSU McKay Education Building Room 10
- **Cost:** $16
- **Credit:** 10 Licensing hours, 10 CDA hours
- **Career Ladder:** Level 1
- **Instructor:** Tressie Kearl

*In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social and emotional development, and positive guidance.*
Advanced Child Development
Tuesdays & Thursdays: July 9, 11, 16, & 18  Time: 6:30pm to 9pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours
Career Ladder: Levels 2 - 3
Instructor: Crystal Knippers
In this course participants learn basic principles and theories of child development, and how this knowledge can influence their day-to-day work with children. Participants will be introduced to the theories of Maslow, Erikson, Montessori, Piaget, Vygotsky, Kohlberg, Gilligan, and behaviorism.

Strong & Smart: Physical & Intellectual Development
Saturdays: July 20 & 27  Time: 9am to 2:30pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours
Career Ladder: Levels 2 - 3
Instructor: Verлина Adame
In this course participants learn practical ways to promote young children’s physical, cognitive, language, and creative development in age-appropriate play and learning activities.

Special Needs Course 4: Teaching Techniques
Tuesday & Thursday: July 30, Aug 1  Time: 6:30pm - 9:00pm
AND Saturday: Aug 3  Time: 9am to 2:30pm
WSU Farmington Station, Room 322
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours
Career Ladder: Level 5 - 8, Special Needs Endorsement
Instructor: Kim Barrett
In this course participants will learn the best teaching techniques to use when working with children who have special needs. Topics include individualizing lesson plans/activities, proactive techniques, guiding behavior/interventions, and implementation of successful inclusive programming.

School Age, Course 4: Expanded Learning Opportunities
Mondays & Wednesdays: Aug 5, 7, 12, & 14  Time: 6:30pm to 9pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours
Career Ladder: Level 5 - 8, School Age Endorsement
Instructor: Janet Wahlquist
In this course participants will learn about creating an emergent curriculum for school age children. They will also learn about the role of evaluations and core standards in afterschool programs, as well as leadership and community outreach.
Theory and Best Practices, Course 4: Gardner, Moral Development, Vygotsky & Montessori
Tuesdays & Thursdays: Aug 6, 8, 13, & 15       Time: 6:30pm to 9pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours
Career Ladder: Level 5 - 8, Theory & Best Practice Endorsement
Instructor: Crystal Knippers
In this course participants will learn about Maria’s Montessori’s influence on early childhood environments, Vygotsky’s theories about scaffolding and the Zone of Proximal Development, the work of Kohlberg, Gilligan and Turiel around Moral Development Theory, and Gardner’s Multiple Intelligences Theory.

Healthy Care
Saturdays: Aug 17 & 24       Time: 9am to 2:30pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours
Career Ladder: Level 1
Instructor: Ty Singleton
In this course participants will learn about child care health and safety issues. Topics include: communicable diseases, SIDS, shaken baby syndrome, child abuse and neglect, injury prevention, emergency procedures, nutrition, sick children, and medication administration.

Infant & Toddler Care Course 4: Teaching Techniques
Tuesdays: Aug 20, 27, Sept 3, & 10       Time: 6:30pm to 9pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours, 1 CEU
Career Ladder: Level 5 - 8, Infant Toddler Endorsement
Instructor: Janet Wahlquist
In this course participants will learn the best teaching techniques to use when working with children who have special needs. Topics include individualizing lesson plans/activities, proactive techniques, guiding behavior/interventions, and implementation of successful inclusive programming.

Remember
Beginning July 1, 2019, professional development incentives will only be awarded to eligible participants at the successful completion of a Career Ladder level. Only one incentive may be awarded for each level. If an eligible participant achieves more than one level advancement in a year, they may apply for multiple incentives (one for each completed level).
Guidance & Emotional Wellness Course 4: Social & Emotional Teaching Strategies  
**Wednesdays:** Sept 4, 11, 18, & 25  
**Time:** 6:30pm to 9pm  
**WSU Farmington Station, Room 322**  
**Cost:** $16  
**Credit:** 10 Licensing hours, 10 CDA hours  
**Career Ladder:** Level 5 - 8, Guidance & Emotional Wellness Endorsement  
**Instructor:** Kim Barrett  
In this course participants will continue to learn about concepts developed by CSEFEL (Center for Social Emotional Foundations for Early Learning). They will learn about techniques, called Positive Behavior Supports, to help children with behavior issues. They will discuss the meaning of children’s challenging behavior, and learn how to develop a support plan. They will also learn about the caregiver’s role in supporting children with serious emotional disorders.

School Readiness Standards Course 4: Additional Core Standards  
**Tuesdays & Thursdays:** Sept 17, 19, 24, & 26  
**Time:** 6:30pm to 9pm  
**WSU McKay Education Building Room 10**  
**Cost:** $16  
**Credit:** 10 Licensing hours, 10 CDA hours  
**Career Ladder:** Levels 5 – 8, School Readiness Endorsement  
**Instructor:** Crystal Knippers  
In this course, based on Utah’s Early Learning Guidelines, participants will learn how to effectively and appropriately foster preschooler’s development in four additional core areas; Approaches to Learning, Science, Creative Arts, and Physical Development.

Child Development: Ages & Stages  
**Saturdays:** Sept 21 & 28  
**Time:** 9am to 2:30pm  
**WSU Farmington Station, Room 322**  
**Cost:** $16  
**Credit:** 10 Licensing hours, 10 CDA hours  
**Career Ladder:** Level 1  
**Instructor:** Verlina Adame  
In this course participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants also learn basic strategies for working with each of these age groups of children.

Remember  
In order to receive Career Ladder credit you must attend the entire session. If you are late you will still receive licensing credit, but you will need to attend the session again to receive Career Ladder credit.
# CAC - Weber State 2019 Summer Training Registration Form

Use this form only when sending in credit vouchers and registering for make-up sessions.

NO MONEY will be accepted. If you need to pay for a class, register online at cac.utah.gov.

If registering with a credit voucher, check the class you want. If registering for make-up sessions, check the class you want and circle the sessions you need to make-up.

We cannot accept one-sided or one-page-only forms. The Participant Code of Conduct must be read, signed, and mailed in with each form.

To register fill out this form, include your credit voucher, and send to:
CAC - Weber State Training Registration
1351 Edvalson St, Dept 1309
Ogden, UT 84408-1309

<table>
<thead>
<tr>
<th>Your full legal name:</th>
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<th>Home Address:</th>
<th>Cell phone:</th>
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<tr>
<td>City, State Zip:</td>
<td>Work phone:</td>
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<tr>
<th>Email Address:</th>
<th>Name of Child Care you work in:</th>
<th>Start Date:</th>
<th>What is your position at this child care?:</th>
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- [ ] I have **read and included a signed copy** of the Statewide Training Participant Code of Conduct with this registration form. (The Code of Conduct can be found on page two of this form.)

<table>
<thead>
<tr>
<th>✓ Class Title</th>
<th>Dates for each Session</th>
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</thead>
<tbody>
<tr>
<td>Director's Toolbox #4</td>
<td>July 6, 6, 13, &amp; 13</td>
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<tr>
<td>Child Development: Learning in the Early Years</td>
<td>July 8, 10, 15, &amp; 17</td>
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<td>Advanced Child Development</td>
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<td>Strong &amp; Smart</td>
<td>July 20, 20, 27, &amp; 27</td>
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<tr>
<td>Special Needs #4</td>
<td>July 30, Aug 1, 3, &amp; 3</td>
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<td>School Age #4</td>
<td>Aug 5, 7, 12, &amp; 14</td>
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<tr>
<td>Theory &amp; Best Practice #4</td>
<td>Aug 6, 8, 13, &amp; 15</td>
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<tr>
<td>Healthy Care</td>
<td>Aug 17, 17, 24, &amp; 24</td>
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<tr>
<td>Infant Toddler Care #4</td>
<td>Aug 20, 27, Sept 3, &amp; 10</td>
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<tr>
<td>Guidance &amp; Emotional Wellness #4</td>
<td>Sept 4, 11, 18, &amp; 25</td>
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<tr>
<td>School Readiness #4</td>
<td>Sept 17, 19, 24, &amp; 26</td>
</tr>
<tr>
<td>Child Development: Ages &amp; Stages</td>
<td>Sept 21, 21, 28, &amp; 28</td>
</tr>
</tbody>
</table>
Professional Development System Participant Code of Conduct

1. Punctuality / Attendance: I understand that I must be in class at or before the time scheduled for class to begin in order to obtain credit for the class. If I arrive after the time that class is scheduled to begin, I may be able to use the time that I was actually in attendance for licensing credit, but I will have to repeat the full 2 1/2 hour session to get Career Ladder credit for the course. This includes returning on time from breaks and lunch. Class will begin when the instructor determines that it is time to start. I understand that if I am not present during the entire class period, I will not receive Career Ladder credit for the session, and will have to repeat the full 2 1/2 hour session in order to receive credit for the course.

2. Disruptive Behavior: I will be respectful to all personnel that support the Professional Development System (e.g.: Care About Childcare staff, URPD staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the instructor and others in attendance during each class session. I will not engage in any conversation or behavior that is disruptive or disrespectful to the instructor or other participants in the class. I will attentively participate in class. I will not text during class time or make cell phone calls during class time. I understand that if I am required to turn my cell phone off and/or other electronic devices off or turn them to vibrate during class time. I will limit all cell phone calls to break time or after class time. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the instructor or other class participants.

3. Illegal Activity/Health & Safety: I understand that any illegal activity, including behavior that threatens the health or safety of the instructor or another class participant before, during or after class will be cause for immediate expulsion from class and permanent suspension from participation in the Career Ladder and the Professional Development Incentive, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a class if my condition prevents me from participating or is disruptive to the class environment.

4. Children: I understand that adult training classes are not a developmentally appropriate environment for children of any age. I will not bring children to class.

5. Class Roll: I understand that in order to receive credit for each class session, I must sign my full legal name on the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else.

6. Confidentiality: I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence, and not discuss it with family or friends outside of that classroom setting.

7. Refunds: I understand that class registration fees are non-refundable. I understand that if I notify the host training agency a minimum of three days in advance that I am unable to attend a course for which I am registered, that my registration fee may be able to be credited toward another class. I understand that it is my responsibility to contact the host training agency to make these arrangements.

8. Non-Compliance: I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), that I will be allowed one issued verbal warning upon the first violation of the above listed rules. I understand that upon the second such infraction, I will be suspended from participation in the Career Ladder and Training and Professional Development Incentive for one year from that infraction date. I understand that upon the third such infraction I will be permanently barred from participation in the Career Ladder and Professional Development Incentive System. I understand that upon the first incident of any violation in which I engage in illegal activity (including threatening or intimidating behavior), that I will be permanently banned from participation in the Career Ladder and Training and the Professional Development Incentive System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Print Name ____________________________

Signature ______________________________ Date ____________________________

Last revised: 12 June 2019