



Ground Rules for Participants in Trainings

Note: We do our best to provide a safe, comfortable, and friendly environment for our trainers and participants. Therefore, we have set some expectations for the good of all.

All classes require pre-registration. If it is ELC training, sign up at www.elcofswfl.org, or if unable to do so call 210-6876 and ask for assistance. If training is for Florida Standards for 4 yr. olds, please go to <http://www.dcf.state.fl.us/programs/childcare/about.shtml> to register. If the training is offered by someone other than the ELC, call the number listed on the flier. Anyone who walks in without pre-registering will be asked to wait until all registered participants are seated to sign-in. Walk-ins will be asked to leave if the room is too full.

1. **If you have already signed up but will not be able to attend, notify the ELC as soon as possible so that another person may be accommodated. Three no-shows without calling will result in your inability to sign up for classes from the Early Learning Coalition for the current fiscal year. (The list starts anew each July 1) Call Danielle Long at 210-6876.**
2. Please plan to arrive prior to the starting time since trainings begin promptly. ***The training doors close 10 minutes after the start time, and anyone arriving after that time will not be admitted.***
3. Temperatures in training rooms vary: it may be warm or cool. Please bring a sweater or jacket if you tend to feel cold and dress ready for heat.
4. Come prepared to learn: Please bring paper, pen or pencil and highlighter to take notes and highlight handouts. The new training/CEU process requires those in attendance to demonstrate learning before CEUs or in-service certificates are issued.
5. Participants who are seen as disruptive to the learning environment (for example: talking in side-bar conversations, whispering, making other disruptive comments) will be asked to stop. If the disruption continues or resumes, they may be asked to leave the training. Participants attend trainings to learn and deserve a pleasant learning environment.
6. Please place phones on silent and refrain from texting during the class. If you must take a call or a text, please leave the room as this activity interrupts the learning environment.
7. Children can be disruptive; therefore please do not bring children to trainings. If you do so, you will be asked to leave or make alternative arrangements for your children. While nursing mothers are certainly welcome and encouraged to attend our trainings, we ask that you leave the room with any child who is disruptive and return when you can.



Note on Trainings

The Early Learning Coalition of Southwest Florida has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In obtaining this approval, The Early Learning Coalition of Southwest Florida has demonstrated that it complies with the ANSI/IACET Standard which is widely recognized as the Standard of good practice internationally. As a result of their Authorized Provider accreditation status, The Early Learning Coalition of Southwest Florida is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

These more formal standards have led us to look at the way we offer trainings and to try to make them more professional. If we want the communities outside of child care to look at our profession with respect, then we must become more professional in our standards. This was addressed at the state level as well as the local level, and we now have a state set of “Core Competencies” or standards for child care teachers that are for statewide use.

In an effort to encourage this more professional outlook, we have set the Ground Rules for Training. For most of you, this is nothing new as you already follow these rules. However, these requirements will raise the professional level of the trainings as everyone follows the rules. Assessments will be used to determine the level of learning in trainings as required by the IACET standards. CEUs must reflect actual learning, not just attendance at trainings.

Please allow 4 weeks for the delivery of CEUs, once requested.

