



CCC Training Policies

- Due to limited resources or presenter preference, registration for courses may be capped.
- Online pre-registration is required **7 DAYS** prior to the course.
- Payment is required through online registration via credit card/debit card.
 - If a participant is unable to pay online, please contact Tori (587-7786 ext. 112) or Brandi (587-7786 ext.150)
 - Due to our online registration sponsoring system, CCC is charged a processing fee of \$2 for check or cash payments. Starting January 1, 2017 participants will be charged the additional fee of \$2 when using check or cash payment.
- Participants must cancel **48 hours** in advance to receive a refund or an immediate transfer to an alternate class.
- All dates and times are subject to cancellation due to unforeseen circumstances.
- If less than 5 people are registered for training, training will be cancelled. CCC will inform registered participants of any cancellations 24 hours prior to the training.
- Refund policy: Effective July 1, 2017, Child Care Connections' refund policy will be adjusted to account for the charges incurred through processing online payments. Whenever an individual signs up for classroom training on line, there is a non-refundable fee charged by the Early Childhood Project and Stripe. When we receive a request for a refund for a class, those fees will be deducted from the refund. If a training fee is transferred to another class, the full amount will be transferred without any deductions. If CCC cancels a class and does not reschedule, a full refund will be given. If a participant is unable to attend on a rescheduled training date, please contact Tori or Brandi to request a full refund.
- **If participants are more than 15 minutes late they will not receive credit for the course due to the Early Childhood Project training approval policy.**
- **STARS Courses: All STARS courses are FREE of charge, if you are registered for one of these courses and are unable to attend for any reason the next time you will be charged a registration fee for this training. This includes not showing up to a registered training and/or dropping out before the course has been completed.**
- Inquire about CEU credit for classes 6+ hours, and OPI credits for CCC training; please send an email to tori@bozemanccc.org or brandi@bozemanccc.org to request OPI's prior to attending the course.
- All trainings listed on this calendar are free of charge for Legally Certified Providers (LCP)/Family Friends Neighbors (FFN).

- Due to allergies and sensitivities, we request that participants refrain from using any perfumes or essential oils when attending training.
- If you have any questions, please contact Tori Sproles or Brandi Thomas at 587-7786.

Online Training Registration Procedure

1. Go to www.mtecp.org and click on find training > training calendar.
2. Search for training by keyword and region, Bozeman/ Helena
(You can also click on the training in the calendar from our website and it will take you to the registration page)
3. Once you find the training you want, click new-register online in the top right corner.
4. Once you click register online, a box pops up for you to enter your registry ID information.
(If you do not have a registry ID, click create an account now, this will take you through the process of creating an ID. Once you have filled it out completely, a registry ID and password will be e-mailed to you.)
5. Once you login, review your attendee information, choose your attendee role and press continue.
6. Review your registration information and select payment.
7. Read the terms and conditions and select the box, I agree to registration terms and conditions and click finish.
8. You will receive a confirmation e-mail that says you have successfully registered.

If you need any help with this process please do not hesitate to call us at 406-587-7786