



Training POLICIES



- **Registration:** Participants must register and pay training fees to attend. Childcaring utilizes Wisconsin Registry platform to register. Some trainings are not eligible for online payment. Contact Childcaring to register if noted.
- **Attendance:** Participants must be present for the entire training to receive credit (from start to finish). This includes multi-day trainings and virtual. If a participant misses part of a multi-day training, they will not receive full credit/certificates or be entered as complete in the Wisconsin Registry. Participants can receive a certificate for continuing education hours for the portion that was attended.
- **In-Person Trainings:** Presented live with staff on a specific day and time. Children may not attend trainings. Childcaring will provide necessary materials needed for in-person trainings. As a participant you are encouraged to participate in group activities and discussions.
- **Virtual:** Presented live with staff on a specific day and time through an online platform (Zoom, Teams, etc). To achieve optimal experience, you must have a reliable internet connection and technology to support video and audio. As a participant you are encouraged to participate in group activities and discussions using your camera and microphone.
- **Online:** Presented online through ECExplorer, as a self-paced trainings. As a participant you will listen to recorded content and have activities and discussions to be completed to receive credit for the course. Childcaring staff will facilitate the training, participate in discussions, review coursework, and answer questions.
- **Wisconsin Registry Credit:** Participants will be entered into the Wisconsin Registry, when applicable. You will not receive a barcode, instead you can log into your WI Registry profile and view your Training Log. A statement of credit can be requested from Childcaring.
- **Cancellations:** Trainings cancelled by Childcaring will be decided no later than 3:00 PM on the day of the training, unless an emergency arises. Participants will be notified via email and/or phone. Agency cancelled training participants will receive a full refund or be transferred to another Childcaring training. Participant cancellations prior to the training start date may be eligible for a refund, minus processing fees. Participant cancellations after the training are handled on an individual basis. Certain trainings are not eligible for a refund.