

Howard County Office of Children's Services

Workshop Registration and Participation Policies

- **Registration is on a first-come, first-served basis.** Confirmation notices will be mailed to those who pre-register. If you do not receive a confirmation within a week, contact 410-313-1940 to confirm that your registration has been received.
- **Pre-registration is required** for all workshops. We must receive your payment and registration before the workshop date. Same-day registrations may be accepted by phone before 5 pm on the day of the workshop if space permits; call 410-313-1940 for information on space availability. **Same-day registrations will be charged a \$10 fee** in addition to the cost of the class. **Walk-ins will not be accepted.** Please do not expect to walk-in to any workshop unless your attendance was approved by OCS staff before 5 pm.
- **Payments: Checks and money orders** only will be accepted by mail. You may also pay in advance at our office. There is a \$25 service fee for returned checks. We do not accept credit cards.
- **Cancellation of a Class and Refund Policy:** If a workshop is cancelled due to weather, instructor illness, etc., participants will be notified by phone by 3 pm the day of the workshop. When the weather is in question, call 410-313-1767 to learn the status of the workshop. If possible, we will reschedule the class and make an attempt to notify all registered participants by phone/e-mail. If you cannot attend a workshop you have registered for, notify us 24 hours in advance in order to receive credit for a future workshop. Refunds will not be given unless OCS cancels the workshop.
- **Late Arrival to Workshops:** Workshops begin at the time stated in the calendar. Plan to **arrive 10 – 15 minutes early** to sign in. If you arrive after the workshop begins, you may stay for informational purposes only. You will not receive a certificate, a refund, or credit for the workshop cost. Instructors may choose to deny entrance to participants who arrive after the class begins.
- **Assessments and Training Certificates:** Trainers will administer assessments in written or verbal form at each workshop. The **Core of Knowledge Certificate** will be awarded to participants who demonstrate a working knowledge of the objective(s) of the training, based directly on the participant's assessment. The **Continued Training Certificate** will be awarded when a Core of Knowledge Certificate cannot be issued. Both certificates will be accepted by MSDE OCC for licensing requirements. **Certificates will be mailed to participants after their assessment scores have been validated, usually with a week. No certificates will be distributed at trainings.** All workshops are open to the public and are approved by OCC under training license CKO-3733.
- **Workshops are designed for adults only;** please make proper child care arrangements in advance.
- **Need special accommodations?** Call 410-313-1940 in advance if you need assistance at the workshop.
- **Replacement Training Certificates** must be requested in writing and a \$5 fee per certificate will be charged.

Office of Children's Services Workshop Registration Form		
Name	Mailing Address Street Address:	
Daytime Phone	City, State, Zip:	
Email Address	Is this your home or work address? <input type="checkbox"/> Home <input type="checkbox"/> Work	
Type of Child Care: <input type="checkbox"/> Registered Family Child Care <input type="checkbox"/> Family Child Care Applicant <input type="checkbox"/> Child Care Center, Preschool, Nursery School: _____ <input type="checkbox"/> Parent <input type="checkbox"/> Head Start <input type="checkbox"/> Other Program or Organization: _____		
Date of Workshop	Title of Workshop	Cost of Workshop
Make your check or money order payable to Director of Finance Mail to: Howard County Office of Children's Services 3300 N. Ridge Rd. Suite 380 Ellicott City, MD 21043	Total Amount Enclosed: \$ _____	