



CHILD CARE TRAINING CONSULTANTS, LLC.

COMPANY POLICIES AND PROCEDURES

Effective Date: 01/2013

Revisions: 10/10/2017

Website: www.childcaretrainingclasses.org

Email: childcaretraining@cox.net

Theresa Vadala, Ed.D.

REGISTRATION AND PAYMENT

How to Register:

On site:

- To register for on-site classes contact Theresa Vadala at (702) 837-2434 or email at childcaretrainingconsultants1@gmail.com

On-line:

- Register online for classes at www.childcaretrainingclasses.org
- To register for our online classes, click on “Courses by State” and select the state you live in.

IMPORTANT: PLEASE READ FIRST! Due to compliance requirements, if you are purchasing the course(s) for others, you will need to purchase Course Coupon Code(s) for them. You will receive your code(s) at checkout. You can then send the code(s) to recipient(s). The recipient(s) must establish their own individual account to proceed with instruction and testing. If you purchase multiple codes, you will receive unique coupon codes for each item purchased. The recipient will be able to enter their unique coupon code at checkout. **EACH CODE CAN ONLY BE REDEEMED ONCE. NO REFUNDS OR EXCHANGES ON COURSE COUPON CODES. COUPONS EXPIRE AFTER 90 DAYS.**

Buy Course Coupons

IMPORTANT: PLEASE READ FIRST!

In order to proceed to purchase Course Coupons for persons other than yourself, YOU MUST HAVE THEIR EMAIL ADDRESS at time of purchase.

If you do not have the email address(s) of the intended recipients, STOP NOW and complete your order when they are available.

COUPON CODES ARE NON-TRANSFERABLE ONCE PURCHASED

Due to compliance requirements, if you are purchasing the course(s) for others, you will need to purchase Course Coupon Code(s) for them. You will receive your code(s) at checkout. You can then send the code(s) to recipient(s). The recipient(s) must establish their own individual account to proceed with instruction and testing. If you purchase multiple codes, you will receive unique coupon codes for each item purchased. The recipient will be able to enter their unique coupon code at checkout. **EACH CODE CAN ONLY BE REDEEMED ONCE. NO REFUNDS OR EXCHANGES ON COURSE COUPON CODES PURCHASED. CODES EXPIRE AFTER 90 DAYS. COUPON CODES ARE NON-TRANSFERABLE.** (Quantity can be edited in the next page)

2 Hour Course Coupon

\$12.00 [Add to cart](#)

3 Hour Course Coupon

\$15.00 [Add to cart](#)

Instructions below for purchasing for multiple students

If you are purchasing courses for **multiple students** please ensure that you choose “**Gift store credit to someone else**” and select the “**Send to different people**” option at the “**Store Credit Receiver Details**” section of the **checkout page**. You must enter the **students valid email address** at this time. If you do not have the email address(s) of the intended recipients, **STOP NOW** and complete your order when they are available.

Store Credit Receiver Details

Your order contains store credit. What would you like to do?

Send store credit to me

Gift store credit to someone else

Send to one person Send to different people

\$12.00

Message...

\$12.00

Message...

- Select the knowledge area you want to study and click on it.
- Browse through the selections below and when you find the class you need,
- Click the “Add To Cart” then “View Cart” button and make payment online.
- You can pay for as many classes as you need, just click on “Continue Shopping”.
- Once you hit the ‘View Cart’ button, do NOT close your browser; do NOT hit the back button. WAIT for the checkout page to appear.
- You will be redirected to the checkout page automatically.
- If you have previously registered on our site and need to buy additional courses, just purchase what you need and when you arrive at the registration page, just click the “my courses” links.

- Certificates are available immediately after successfully passing the QUIX with a 70% or higher for each respective course. Go to the “My Completed Courses” tab to view certificate.

When to Register:

- On-site registrations will be accepted up to 14 business days prior to a scheduled class.
- Registrations will not be accepted at the time of the training; “no walk-ins”

Payment:

- Payments must be received before the on-site class;
- Payments will not be accepted at the class.
- Participants are not successfully registered for a class until payment is received.

CANCELLATION POLICY

- All registrations are final!
- Participants who withdraw from a class at any time will not be issued a refund or be allowed to change classes.
- One exception: if a participant needs to change a class due to an emergency, this will be allowed, but an administration fee will be charged.

SELF-PACED LEARNING

For On-line Self-Paced Learning courses, in order to receive a certificate, participants **MUST**:

- Complete the entire session
- Fill out and submit an evaluation
- Pass the exam with a 70% or higher

Certificates can be found under the “My Courses” tab. Certificates will **NOT** be emailed to participants.

ATTENDING CLASS

On-site Courses:

- On-site classes start on time and end on time; participants who arrive 15 minutes late and/or leave 15 minutes early will not receive certification.
- Child care is not available during classes; attendees over the age of 13 will be charged as a class participant.
- All electronic devices need to be put on vibrate or turned off during class.

PROFESSIONAL DEVELOPMENT CONTACTS

Child Care Training Consultants, LLC.

Website: www.childcaretrainingclasses.org

Email: Childcaretraining@cox.net

Theresa Vadala, Ed. D. (702) 837-2434