

How to Register

Pre-registration is required for all trainings. Participants may only register themselves. Registration for other parties will not be accepted. Most trainings offered by 4-C are free of charge to 4-C provider members. Participants are registered on a first come, first served basis upon receipt of a completed registration form *and* all relevant fees/deposits, until all spaces are filled. Please note: Checks held for waiting lists will be shredded at the end of the current calendar period.

Confirmations: Prior to trainings, an email or letter is sent notifying participants of their registration status. The letter will state whether the participant is **registered** or placed on the **waiting list** for a training. In the interest of timeliness, it may sometimes be necessary to notify providers via phone or fax. In addition to the confirmation letter, participants with an email address will receive a training reminder email within 1-2 weeks of the training.

Fees and Deposits: Select trainings, when specified in the training description, may have a deposit required for registration. Statewide fees have been set for the trainings listed below. These fees are non-refundable and non-transferable. 4-C membership not required for trainings with statewide fees.

CPR/First Aid Fees: There is a required \$20.00 non-refundable and non-transferable fee to register for CPR/First Aid trainings. Please do not combine CPR/First Aid fees with fees for other trainings. CPR/First Aid trainings are open to provider members 18 years and older working in child care settings in Carroll, DeKalb, Lee, McHenry, Ogle, and Whiteside counties.

Non-member Fees: Child care providers who work outside the 4-C service delivery area may register for most 4-C trainings. Please note: CPR and First Aid classes are reserved for providers in the 4-C service delivery area. Statewide fees apply to the ExceleRate trainings below. There is a \$10 non-refundable fee for other 4-C trainings; with the exception of the "What is CCAP?" training which is offered free of charge to any interested provider, parent or social service agency staff who would like to learn more about the Illinois Department of Human Services Child Care Assistance Program.

Statewide Training Fees

- An Introduction to the Environment Rating Scales: \$10
- An Introduction to Transitions: \$10
- Caring for Mixed Ages of Children: \$10
- Creating Individual Professional Development Plans: \$10
- Creative Curriculum for Infants, Toddlers, and Twos: \$20
- Creative Curriculum for Preschool: \$20
- Early Childhood Developmental Screening: \$15
- Family and Community - Partners in Learning: \$10
- Fundamentals of Child Assessment: \$10
- Getting Ready for the BAS: \$10
- Getting Ready for the PAS: \$10
- Introduction to Developmental Screening Tools: \$10
- Understanding and Planning for Continuous Quality Improvement: \$10
- Welcoming Each and Every Child: \$15

ONLINE REGISTRATION

Online registration is now available for some of our free trainings. Make sure you have a Gateways Registry Member account to do so.

This ♦ symbol will be located in the fee column on the quick reference guide pages if online registration is available.

How to Register Online:

- Go to the Statewide Online Training Calendar at www.ilgateways.com.
- Click on "Search for trainings now!"
- Login with your Registry username and password
- On your Registry Dashboard go to the "Be A Member" menu and click on "Find Trainings"
- Search for the training
- Click on the "Register Online" link
- A registration confirmation window will appear, confirm your registration and you will be successfully registered.

Training Registration Form

Pre-registration is required for all 4-C Trainings. Separate forms are needed for each person registering. Space is limited; please register early to secure your place.

Name: _____ Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Cell Phone: _____

Email notification is the preferred method for registration status. Please provide cell # in case of last minute changes.

Employer: _____ Work Address: _____ Phone: _____

Do you currently care for children on IDHS' Child Care Assistance Program (CCAP)? Yes No

Does your program have a current 4-C membership? Yes No

Membership allows for free registration for most 4-C trainings.*

Licensed Status: DCFS Licensed License-Exempt I am in the process of licensing

Position: FCC Owner FCC Staff Director Assistant Director Teacher Assistant Teacher

Check ALL ages currently enrolled:

Center staff check the primary age with which you currently work (choose only one)

Infants Toddlers Twos Preschoolers School-agers

*The following trainings have a **non-refundable & non-transferable fee** due with registration:

CPR & First Aid classes-\$20

Various ExceleRate trainings have fees which are indicated in the fee column of the quick reference guide pages.

See a full listing of training fees on page 2.

**Select trainings, when specified in the quick reference guide, may have a *deposit* required for registration.

Training Title	Date	Time	Location	Fee*/ Deposit**	Office Use Only

Trainings without fees or deposits may be emailed, faxed or mailed to:

Jennifer Ewing at the 4-C DeKalb Office: 155 N. Third St., Ste. 300, DeKalb, IL 60115

815-758-8149 ext. 287, jennifere@four-c.org or Fax 815-758-5652

Beth Kirby at the 4-C McHenry Office: 667 Ridgeview Dr., McHenry, IL 60050

815-344-5510 ext. 10, bethk@four-c.org or Fax 815-344-5520

Trainings with required fees or deposits must be mailed or dropped off at the office.