

## How to Register

**Pre-registration** is required for all trainings. Participants may only register themselves. Registration for other parties will not be accepted. 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 email/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 by phone. In addition to the confirmation email/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 quick reference guide, require a fee or are free with a 4-C membership. Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership. Fees are non-refundable and non-transferable. Other trainings, when specified, may have a deposit required for registration. Free trainings for all providers are noted in the quick reference guide. Cash or checks accepted. Please make checks payable to 4-C.

**4-C Membership:** Membership dues are paid annually and are in effect for one calendar year. 4-C membership is open to child care providers working in one of the following counties: Carroll, DeKalb, Lee, McHenry, Ogle, or Whiteside. Benefits include: waived fees for many trainings that meet DCFS licensing requirements for pre-service training, in-service training, and some credential requirements, and free use of the 4-C on-site resource libraries. Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership. Please see [page 4](#) for the membership form.

**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 some ExceleRate trainings. Non-refundable fees for other 4-C trainings are listed on the quick reference guide; with the exception of the "What is CCAP?" training, ECE Credential Level 1 training, and other statewide trainings offered free of charge.

**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. 4-C membership required in order to take CPR/First Aid training.

## 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
- Introduction to Developmental Screening Tools: \$10
- Redleaf Family Child Care Curriculum: Teaching Through Quality Care: \$20
- Understanding and Planning for Continuous Quality Improvement: \$10
- Welcoming Each and Every Child: \$15

# 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 sending registration confirmations. Please provide cell # in case of last minute changes.*

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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 benefits include waived registration fees for many 4-C trainings. Some exclusions apply.*

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

**Training fees are non-refundable & non-transferable. Fees are due with your registration form.**

**Please make checks payable to 4-C.**

Training fees are indicated in the fee column of the quick reference guide pages.

CPR & First Aid training registration fee is \$20.

Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership.

See [page 2](#) for more information.

Training Title	Date	Time	Location	Fee*	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.**