

**CHILD CARE RESOURCE & REFERRAL
CLASS REGISTRATION FORM** — *(must be accompanied with payment)*

Please do NOT use this form to register for conferences or for online classes.

Name		Day Phone ()	
		Evening Phone ()	
Home Address			
City	State	Zip	County
E-mail address			
Professional Affiliation: (check one)			
<input type="checkbox"/> Center or Pre- School Staff (specify center name) _____		<input type="checkbox"/> School-Age Care Staff	
<input type="checkbox"/> ECFE/ECSE		<input type="checkbox"/> Head Start	
<input type="checkbox"/> Foster Care Provider		<input type="checkbox"/> Family, Friend, or Neighbor Caregiver	
<input type="checkbox"/> Parent		<input type="checkbox"/> Family Child Care Provider	
<input type="checkbox"/> Other (specify) _____			
PERSONAL INFORMATION: All information you provide is public. You are not required to provide any information. We do ask that you voluntarily provide information on race/ethnicity and languages spoken to help us track class participation and determine if we are meeting the professional development needs of all individuals. We are committed to ensuring that there is equal access to all opportunities offered through the CCR&R system. Any information you provide will not be shared except in response to a specific data request for this information or in summary form.			
Gender (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male			
Race/Ethnicity (check one)			
<input type="checkbox"/> White/European American	<input type="checkbox"/> African -American	<input type="checkbox"/> African-Somali	<input type="checkbox"/> African- Ethiopian
<input type="checkbox"/> African-Sudanese	<input type="checkbox"/> African- Eritrean	<input type="checkbox"/> Other African	<input type="checkbox"/> Hmong
<input type="checkbox"/> Lao	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Other Asian
<input type="checkbox"/> American Indian	<input type="checkbox"/> Chicano	<input type="checkbox"/> Central or S. American	<input type="checkbox"/> Other Latino
<input type="checkbox"/> European Immigrant	<input type="checkbox"/> Multi-Racial	<input type="checkbox"/> Other _____	
Languages Spoken (check all that apply)			
<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Somali	<input type="checkbox"/> Lao
<input type="checkbox"/> Dakota	<input type="checkbox"/> Arabic	<input type="checkbox"/> Hmong	<input type="checkbox"/> Other African
<input type="checkbox"/> Russian	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Serbo/Croatian
<input type="checkbox"/> Other European	<input type="checkbox"/> Other Language _____	<input type="checkbox"/> Ojibwe	<input type="checkbox"/> Other American Indian
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> American Sign Language
Class Date	Class Title	City	Class Fee
Total Class Fees			\$



Registration Policies

When registering for a class with CCR&R please make note of the following:

- Pre-registration and pre-payment are required for all classes. Make checks payable to "Lakes and Prairies CCR&R", please do not send cash.
- Only mail-in or on-line registrations will be accepted. Registration will NOT be processed without payment. Only paid students will have space reserved for them in class or receive training certificates.
- Registration forms and payment must be received by CCR&R no later than the registration deadline listed for each class. Classes with low registration one week prior to the class date will be cancelled.
- Assume your registration is confirmed unless otherwise notified.
- No partial certificates will be given. Students must attend the full class to receive a certificate.
- Cancellation and Refund Policy. We understand that unexpected events may arise in life. If this happens, we will gladly issue you a voucher anytime before the class registration deadline. Please note that a \$5.00 processing fee will be subtracted from your original registration fee. If you cancel your registration after the deadline, no refunds or vouchers will be issued. When a class is cancelled due to low registration, CCR&R will issue a refund or voucher to individuals who registered for the cancelled class. Generally, five participants are preferred for a class to be held as scheduled.
- Weather Related Policy. Minnesota weather has the ability to bring unexpected and quickly changing conditions. Should questionable or threatening weather occur, CCR&R will cancel a scheduled training. Registered participants who are curious about the status of an event due to inclement weather should dial (800) 452-3646 ext. 7679. Only cancelled trainings will be noted. This message could be updated as late as one hour before the class is scheduled to begin. Every effort will be made to reschedule the training. However, if no acceptable date can be found, refunds or vouchers will be issued.
- Additional Policies. Training Transcripts and Duplicate Certificate Requests Transcripts are available on MNStreams free of charge; you have 24-hour access via login and password. You may request a duplicate certificate by calling (218) 299-7679. A \$10.00 per certificate fee will apply.
- Training Vouchers. Training vouchers may be used to pay for all or part of any training sponsored by CCR&R. Simply attach the vouchers to your registration form when you register for a class.

Thank You for Choosing Child Care Resource & Referral!

Please make checks payable to Lakes & Prairies CCR&R

Mail registration form and payment to:
CCR&R, Attn: MN Registration, 715 11th Street N Suite 402, Moorhead, MN 56560

For weather related cancellation information call 1-800-452-3646 ext. 7679

On-line registration is available at www.mnstreams.org

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