

## REGISTRATION FORM

Use one form per person.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

(email information will be used to send last minute course updates)

Last 5 digits of SSN: \_\_\_\_\_ (This information will be used for your login on the ND childcare website)

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check here if new address

Class Name: \_\_\_\_\_

Class Date: \_\_\_\_\_ Location: \_\_\_\_\_ Fee Enclosed: \$ \_\_\_\_\_

Class Name: \_\_\_\_\_

Class Date: \_\_\_\_\_ Location: \_\_\_\_\_ Fee Enclosed: \$ \_\_\_\_\_

Mail registration form and payment to: CCRR Training Department  
715 North 11<sup>th</sup> Street, Suite 402  
Moorhead MN 56560

Please indicate your provider type:

\_\_\_ Family \_\_\_ Group \_\_\_ Center \_\_\_ SACC \_\_\_ ECFE  
\_\_\_ Parent \_\_\_ Preschool \_\_\_ HeadStart Other: \_\_\_\_\_

For weather related cancellation information visit our website [www.ndchildcare.org](http://www.ndchildcare.org) or call 1-800-452-3646 ext 7679.

**By submitting your paid registration you agree to all terms and conditions of the CCR&R registration and payment policies.**

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## **Registration Policies**

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

1. Pre-registration and pre-payment are required for all classes. Online registration may be made at [www.ndchildcare.org](http://www.ndchildcare.org). Checks that accompany mail in registrations should be made payable to Lakes and Prairies CCR&R, please do not send cash.
2. Be sure to check the location and time of the class you wish to attend.
3. Mail-in or credit card registrations will be accepted (credit card payments must be made through the website [www.ndchildcare.org](http://www.ndchildcare.org)). Registration will NOT be processed without payment. Only paid students will have space reserved for them in class or receive training certificates.
4. 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 canceled.
5. Please fill out one registration form per person, and return it with payment to the CCR&R address listed on the registration form or register online at [www.ndchildcare.org](http://www.ndchildcare.org). Registration forms may be reproduced.
6. Assume your registration is confirmed unless otherwise notified.
7. There will be no refund if a student does not attend a class. Refund coupons will be issued if CCR&R cancels the class.
8. No partial certificates will be given. Students must attend the full class to receive a certificate.
9. Class sizes may be limited. Mail in registrations will be processed in the order they are received while online registrations occur in real time.