

**REGISTRATION FORM** — *Use one form per class and per person.*

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Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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

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

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

Mail registration form and payment to: CCR&R Training Department  
715 North 11th Street, Suite 402  
Moorhead MN 56560

XL Fee: \_\_\_\_\_

Please indicate your provider type:

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

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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. Make checks payable to CCR&R, please do not send cash.
2. Be sure to check the location and time of the class you wish to attend.
3. Only mail-in 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.
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 for each class you wish to attend, and return it with payment to the CCR&R address listed on the registration form. 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. Registrations will be processed in the order they are received.

## Policies and Procedures for XL Training

1. XL training can only be accessed by attendance at an approved face-to-face training.
2. Participants must pre-register and pre-pay for XL training at the time they register for the face-to-face class.
3. Participants have two-weeks from the date of the face-to-face class to complete and return (postmarked) the packet to the CCR&R office where they registered for the training.
4. The fee for XL training will be \$7.50 for each training hour earned. This fee is in addition to the fee for the face-to-face training.
5. XL Training is evaluated on a Pass/Fail system. A participant must achieve an 80% passing grade in order to receive a certificate for training hours. Scoring is completed using a standardized checklist to assure consistency in scoring.
6. Participant's original packet will be returned to them after it has been graded. Graded packets will contain comments indicating areas of strength or needed review. The grading checklist will not be returned to the participant. Participants may contact the CCR&R training coordinators for clarification or information regarding any subject matter included in the Extended Learning packets.
7. If a participant does not achieve a score of at least 80% on the packet, they will be contacted to discuss possible next steps.
8. Participants will receive a certificate for training hours after successful completion of the Extended Learning packet and payment of the course fee. Certificates will indicate that the hours were earned in the XL format, and will contain the participant's name, course taken, training hours awarded, and the date the certificate was issued.
9. CCR&R XL packets include a statement of ethical conduct, which participants are required to read, sign, and return with the completed packet. CCR&R reminds participants that it is illegal to copy or use materials without the written consent of the original author of the material. Participant work that is overly similar to that of another participant or that is clearly not the work of the participant will be returned and no credit will be given.
10. XL training fee is non-refundable and no training voucher will be given should the participant not successfully complete the XL packet for any reason.
11. Participants may register for as many XL sessions as they would like.