**PROFESSIONAL DEVELOPMENT (TRAINING) POLICIES**

**Registration**

* Online registration is required for all courses except CPR/First Aid.
* Participants must sign up for a course five days prior to the date of the course.
* Payment for the course is required during registration. Credit/debit card payments are the the only form of payment accepted.
	+ *If you are unable to pay online, please contact Kim or Molly at (406) 723-4019.*

**Capacity and Cancellation**

* Courses may have a capped capacity. If a course is full, the Butte 4-C’s will schedule an additional course with the same content.
* Five participants must be registered for a course or it will be canceled. If a cancellation occurs, Butte 4-C’s will inform participants 24 hours before the scheduled course.
* Participants must cancel 48 hours in advance to receive an immediate transfer to another scheduled course.
* Participants that cancel less than a 48-hour notice will forfeit their payment.

**Refund**

* Butte 4-C’s will not issue a refund to “no-show” participants.
* No refund will be issued for registered participants that cancel within 48-hours. The participant will be moved to another scheduled course (same cost) in the three-month calendar period.
* A refund will only be issued if Butte 4-C’s cancels the course. Due to the online registration process, Butte 4-C’s is charged a non-refundable fee from the Early Childhood Project and Stripe. These fees will be deducted from the refund.

**Attendance**

* If a participant is more than 15 minutes late for a course, they will not receive credit due to the Early Childhood Project training approval policy.
* If a participant of a STARS course does not complete the course or is a “no-show”, the participant will be charged the next time they enroll in the course.
* In order to create and effective learning environment, children over the age of 6 months are not allowed to attend training.
* If you register yourself or your staff for a training and send another staff in their place, you must give the Butte 4-C’s a 24-hour notice of this change or the substitute staff will not be allowed to take the course.
* If a participant needs any special accommodations, please notify Butte 4-C’s prior to the course.