



Ground Rules for Participants in Trainings

Note: We do our best to provide a safe, comfortable, and friendly environment for our trainers and participants. Therefore, we have set some expectations for the good of all.

All classes require pre-registration. If it is ELC training, sign up at www.elcofswfl.org, or if unable to do so call 935-6189 and ask for assistance. For face to face VPK trainings, please go to <http://www.dcf.state.fl.us/programs/childcare/about.shtml> to register. If the training is offered by someone other than the ELC, call the number listed on the flier. *Anyone who walks in without pre-registering will be asked to wait until all registered participants are seated to sign-in. Walk-ins will be asked to leave if the room is too full. No walk-ins are allowed for DOE trainings. If the training is virtual, you must be registered to receive the link to the virtual training.*

1. **If you have already signed up but will not be able to attend, notify the ELC as soon as possible so that another person may be accommodated. Call Gayla Thompson at 239-935-6189.**
2. Please plan to arrive prior to the starting time since trainings begin promptly. ***The training doors close 10 minutes after the start time, and anyone arriving after that time will not be admitted. With a virtual training, no one who arrives later than 10 minutes after starting will be able to request CEUs.***
3. Temperatures in training rooms vary: it may be warm or cool. Please bring a sweater or jacket if you tend to feel cold and dress ready for heat.
4. Come prepared to learn: Please bring paper, pen or pencil and highlighter to take notes and highlight handouts. The CEU process requires those in attendance to demonstrate learning outcomes before CEUs or in-service certificates are issued.
5. Please place phones on silent and refrain from texting during the class. If you must take a call or a text, please leave the room as this activity interrupts the learning environment.
6. If you are concerned that you have been discriminated against, please contact the Chief Quality Officer at 239-935-6117.
7. Children can be disruptive; therefore please do not bring children to trainings. If you do so, you will be asked to leave or make alternative arrangements for your children. While nursing mothers are certainly welcome and encouraged to attend our trainings, we ask that you leave the room with any child who is disruptive and return when you can.



Note on Trainings

The Early Learning Coalition of Southwest Florida has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, the Early Learning Coalition of Southwest Florida has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of the Accredited Provider status, the Early Learning Coalition of Southwest Florida is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET Standard.

In an effort to encourage this professional outlook, we have set the Ground Rules for Training. For most of you, this is nothing new as you already follow these rules. However, these requirements will raise the professional level of the trainings as everyone follows the rules. Assessments will be used to determine the level of learning in trainings as required by the IACET standards. Evaluations are also required. CEUs must reflect actual learning, not just attendance at trainings.

Please allow 3 weeks for the delivery of CEUs, once requested.

Training information is kept for seven years. If a transcript for CEUs is needed, please submit the request in writing through a fax, by mail or in person, which includes the signature of the person for whom records are being requested. E-mail requests without signature will not be honored. There is no charge for transcripts, however please allow 10 business days for the records to be released. Requests for transcripts should be sent to Gayla Thompson at Gayla.thompson@elcofswfl.org.

