



Professional Development Policies

Training participants are expected to read and follow policies and guidelines outlined below. Bright & Early ND reserves the right to withhold credit from participants who do not follow these guidelines and policies.

Face-to-Face Training Events

- Please refrain from using your handheld devices and cell phones during a training.
- Participants are expected to take part in discussions and contribute to group work.
- Classes start and end on time. Participants who arrive 10 minutes late and/or leave 10 minutes early will not receive credit.

Registration and Payment

Registration and payment are required for all training events. You must have a Growing Futures Registry ID to register for training events.

You can register and pay for any training online using a credit card. Online registrations occur in real time.

Class sizes may be limited based on space, trainer preference, or training content. Only paid participants will have a space reserved for them in class.

Walk-ins may be accepted at the trainer's discretion, if there is enough space and/or materials. Walk-in participants must sign-in using their Growing Futures Registry ID and will need to bring payment (checks only) on the day of the training before credit will be awarded.

Cancellation

Bright & Early ND will cancel a scheduled training when the weather is threatening. You will be notified of a cancellation by email as late as one hour before the class is scheduled to begin. Every effort will be made to reschedule the training.

Classes with low registration (less than 3 attendees) at the registration deadline will be canceled. The registration deadline for most training events will be 2 days prior to the training.

You may transfer to a different training or be eligible for a refund if Bright & Early ND cancels a training due to weather or low registration.