



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. Credit card payments will not be accepted over the phone.

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 and 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.

Introduction to ITERS-3™ and ECERS-3™ Reimbursement

Programs that register participants for the Introduction to ITERS-3™ and ECERS-3™ course (*completed registration after July 1st, 2018*), may be eligible for a program-wide reimbursement.

Once a program has been awarded their Step 2 Quality Rating (*awarded between July 1st, 2018-June 30th, 2019*) they will be eligible to receive reimbursement, \$15 per person (*up to \$150*), for training costs incurred to attend the *Introduction to ITERS-3™ and ECERS-3™* course during their participating cohort.

Once awarded, programs will submit a receipt of purchase for each employee that successfully completed the course during the program's Bright & Early ND cohort. The reimbursement will be added to the program's Bright & Early ND Quality Award. For additional questions, please feel free to reach out to the Bright & Early ND Team at QRIS@brightnd.org.