

YWCA Child Care Resource and Referral

Registration and Payment Policies for Trainings Requiring a Fee

Revised March 21, 2011

- All training fees and registrations **must be received** no later than 3 business days prior to the workshop date. You must register through OPDN.org before submitting your payment. **Walk-in registrations and payments for trainings will not be accepted at the time of the training. CEU payments may be accepted at the time of training.**
- If payment has not been received 3 business days prior to the workshop date, **your registration will be cancelled and you will not be admitted to the workshop.** You will receive an email notification that you have been cancelled.
- **All receipts for training fees will be emailed to the CURRENT email address listed in your profile on OPDN.org.**
- We accept payment by check, money order, Visa, MasterCard, and Discover. Credit card payments are accepted by phone at 1-800-632-3052 in Toledo or 1-800-992-2916 in Lima. You may pay in person with cash (3 business days in advance, exact amount only). Please make checks or money orders payable to YWCA CCR&R and mail to:

YWCA Child Care Resource & Referral

Attn: Professional Development Fees

1018 Jefferson Ave.

Toledo, OH 43604

- To ensure your payment is processed quickly, please enclose the PDF training confirmation page from OPDN with your payment. If you are unable to print your confirmation page enclose your name, OPIN number, phone number, email address, and the title and date of the workshop you wish to attend. **Your registration will be cancelled and you will not be admitted to the workshop if we are unable to match your payment to your registration.**

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- **Participants must attend all sessions in order to receive credit; no partial credit or make-up sessions will be allowed. Participants will be required to pay all training fees and repeat the entire course in order to receive credit. The only exceptions would be for documented hospitalization or documented bereavement.**
- You may cancel your registration through OPDN.org before the registration deadline but **no refunds will be issued and fees may not be transferred to another training or date. However, your training enrollment may be transferred to another person with 2 business days advance notice by phone.**
- In the event that YWCA CCR&R must cancel a workshop, you will be offered either a reschedule date or a refund. Refunds will be issued within 30 days from the date of cancellation.
- There is a \$5 charge to replace each ODJFS Inservice form. Payment is nonrefundable.
- There is a \$10 nonrefundable fee for CEUs. CEUs must be requested prior to or at the workshop. Payment is due either prior to or at the workshop by check or money order only. CEU credit will not be granted retroactively. **CEU payments may be accepted at the time of training.**
- There is a \$25 fee for returned checks due to insufficient funds. **Attendees must pay all fees, including the original workshop fee, for returned checks with either cash or credit card only before registering for future fee based classes.**

Please note: after one returned check occurrence, only cash, credit cards or money orders will be accepted for any future fee based classes.

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Attendance Guidelines

- YWCA CCR&R reserves the right to cancel a training due to low enrollment, so please register early.
- All participants must register through OPDN.org.
- All training dates, times and registration procedures are subject to change at the discretion of the YWCA Child Care Resource & Referral.
- To receive ODJFS inservice credit, you must arrive on time, sign-in and attend the workshop for the **entire** scheduled time.
- Attendees who **arrive more than 15 minutes late, leave early, or are absent for more than 5 minutes** will **not** receive inservice credit. Please note, your full attention is expected during all workshops in order to receive inservice credit.
- There is a \$5 non-refundable charge to replace each ODJFS inservice form.
- There is a \$10 non-refundable charge for each CEU request or replacement form.
- Full participation is required in all training sessions, so please be courteous and refrain from personal conversations.
- Cell phone use is not permitted during trainings. Please set phones to vibrate.
- If unable to attend a training, please unregister through OPDN. org ASAP so that others may attend in your place.