



Child Care  
Resource & Referral

■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

October to  
December  
2018

# Training Calendar

## Contact Us!

### Provider Services

- Contact to register for Trainings -Rebecca Kroiss 815-741-1163 X271 or [rkroiss@childcarehelp.com](mailto:rkroiss@childcarehelp.com)
- Contact to register for CPR/First Aid – Aarty Singla 815-741-1163 X349 or [asingla@childcarehelp.com](mailto:asingla@childcarehelp.com)

For all types of training at Child Care Resource & Referral (CCR&R) pre-registration and pre-payment is required. In order to provide the best possible training experience, please remember children may not be present at CCR&R sponsored trainings.

- Interested in ExceleRate Illinois? We will assign you to a “primary specialist”; any of the people listed will know who your “primary specialist” is.
  1. Rebecca Kroiss 815-741-1163 X271 or [rkroiss@childcarehelp.com](mailto:rkroiss@childcarehelp.com) –Rebecca can also assist with answering any questions regarding care for Birth to 3- year olds as the Infant/Toddler Specialist.
  2. Rachel Gabriel 815-741=1163 X250 or [rgabriel@childcarehelp.com](mailto:rgabriel@childcarehelp.com)

**OCTOBER 2018**

Name of Training: **Supportive Responses to Trouble Parent Child Interactions – Unit 7**

Date & Time: **October 6, 2018** at 9:00am to 3:30pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00    Presenter: Rebecca Kroiss

Description: In the daily work with parents and children, child care professionals have a unique window into families' strengths and challenges. Observing positive parent-child interactions, they may wonder how best to support warm and nurturing relationships. This session presents strategies that child care providers can use to support positive parenting and to intervene when providers witness a troubled interaction between parent and child.

Name of Training: **What Is CCAP? (Child Care Assistance Program)**

Date & Time: **October 13, 2018** at 9:00am to 11:00am

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee                      Credential Info: CDA 5                      Presenter: Monica Ochoa

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

Name of Training: **An Introduction to the Environment Rating Scales (ERS)**

Date & Time: **October 13, 2018** at 9:00am to 1:00pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$10.00                      Presenter: Tamara Notter

ExceleRate: Required at Bronze, Silver & Gold for Administrator and 50% of Teaching Staff.

Credential Info: CDA 5

Description: This training is for center –based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school –age children.



■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July– December 2018

After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.

Name of Training: **Child Development, Health & Safety Basics**

Date & Time: **October 18, 2018** at 5:00pm to 9:00pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee                      Presenter: Rebecca Kroiss

CCAP Provider Requirement: One of the options.

Credential Info: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Name of Training: **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**

Date & Time: **October 20, 2018** at 9:00am-11:00am

Location **Will County**-801 N Larkin Ave Suite 202, Joliet IL 60435

Cost: No Fee                      Presenter: Rebecca Kroiss

CCAP: Provider Requirement: One of the requirements.

Description:

Name of Training: **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**

Date & Time: **October 20, 2018** at 9:00am to 11am

Location: **Kankakee County**-Kankakee Community College, 100 College Rd, Kankakee 60901

Cost: No Fee                      Presenter: Rachel Gabriel

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.



■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July– December 2018

Name of Training: **Child Development, Health & Safety Basics**

Date & Time: **October 27, 2018** at 9:00am to 1:00pm

Location: **Kankakee County** -Kankakee Community College, 100 College Rd., Kankakee 60901

Cost: No Fee                      Presenter: Debra Wells

CCAP Provider Requirement: One of the options.

Credential Info: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Name of Training: **Redleaf Curriculum for Family Child Care- Two Day Training**

Date & Time: **October 27 & November 10, 2018** at 8:30am to 4:30pm

Location: **Will County** – Grace United Methodist Church, 1718 Avalon Ave., Joliet, IL. 60435

Cost: \$20.00                      Presenters: Diane Morrow & Phyllis Norder

ExceleRate Info: Required at Bronze & Silver for the Family Child Care Provider.

Description: Family Child Care Providers will explore key elements of curriculum that support children’s development through all domains during the early years, infancy through kindergarten age. Five domains of development will be explored: physical, cognitive, communication and language, social and emotional, and approaches to learning. Necessary elements to support high quality family child care programs will be explored, including establishing a safe and supportive family child care program, partnering with families, and establishing program policies and practices.

### **NOVEMBER 2018**

Name of Training: **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**

Date & Time: **November 3, 2018** at 9:00am to 11am

Location: **Will County**-801 N Larkin Ave Suite 202, Joliet IL 60435

Cost: No Fee                      Presenter: Rachel Gabriel



■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July– December 2018

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

Name of Training: **Level 1 Early Childhood Training: Module 1 (Child Development Overview)**

Date & Time: **November 3, 2018** at 9:00am to 12:00 pm

Location: **Will County**-801 N Larkin Ave Suite 202, Joliet IL 60435

Cost: No Fee                      Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1, 3 & 8

Description: Participants receive an overview in child development for children birth through early school age. Emphasis will be on understanding basic milestones in development as well as on strategies used to promote the healthy development of children.

Name of Training: **Level 1 Early Childhood Training: Module 2A (Health Issues for Children in Group Care)**

Date & Time: **November 3, 2018** at 12:30pm to 3:30 pm

Location: **Will County**-801 N Larkin Ave Suite 202, Joliet IL 60435

Cost: No Fee                      Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1, 3, & 8

Description: Whether you are responsible for providing a quick snack or a well-balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practices that will make science and good nutrition easy to understand.

Name of Training: **Mindfulness in the Classroom**



■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July– December 2018

Date & Time: **November 7, 2018** at 7:00pm to 9:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee                      Presenter: Andrew Fisher                      Credential Info: CDA 3

Description: In this training, you will learn how mindfulness helps both children and adults. Mindful awareness has been shown to improve our capacity to regulate emotions, handle stress, improve thinking, and to reduce negative mindsets. At the heart of mindfulness is the teachable skill of reflection which impacts brain development. Dan Seigal, a leading psychiatrist in the field, has described the importance of reflection as the Fourth “R” of education right along with reading, writing and arithmetic. We will incorporate practical strategies for teachers to help children with mindful exercises in the classroom. These strategies will in return help develop their focusing and attention skills as well as compassion.

Name of Training: **Program for Infant/Toddler Caregiving –PITC Module 1(Social/Emotional)**

Date & Time: **November 10, 2018** at 8:30am to 5:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00                      Presenter: Tamara Notter                      Credential Info: CDA 3, 4, 6, 7 & 8

Description: Program for Infant Toddler Care (PITC) is designed to help child care directors and infant/toddler care teachers become sensitive to infants’ cues, connect with their family and culture, and develop responsive, relationship-based care. This training takes an in-depth look at cognitive and social-emotional development, encouraging growth within daily routines and tips on setting up appropriate environments for experienced infant and toddler professionals

Name of Training: **What Is CCAP? (Child Care Assistance Program)**

Date & Time: **November 10, 2018** at 9:00am to 11:00am

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee                      Credential Info: CDA 5                      Presenter: Monica Ochoa

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program’s (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

Name of Training: **Mindfulness in the Classroom**

Date & Time: **November 14, 2018** at 7:00pm to 9:00pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Description: In this training, you will learn how mindfulness helps both children and adults. Mindful awareness has been shown to improve our capacity to regulate emotions, handle stress, improve thinking, and to reduce negative mindsets. At the heart of mindfulness is the teachable skill of reflection which impacts brain development. Dan Seigal, a leading psychiatrist in the field, has described the importance of reflection as the Fourth “R” of education right along with reading, writing and arithmetic. We will incorporate practical strategies for teachers to help children with mindful exercises in the classroom. These strategies will in return help develop their focusing and attention skills as well as compassion.

Name of Training: **CPR/First Aid**

Date & Time: **November 14, 2018** at 9:00 am to 1:00 pm

Location: Child Care Resource & Referral, 801 N Larkin Ave., Joliet IL. 60439

Cost: \$65.00 Presenter: Dawn Soukup

Name of Training: **Child Development, Health & Safety Basics**

Date & Time: **November 15 ,2018** at 5:00pm to 9:00pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: One of the options.

Credential Info: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Name of Training: **Child Development, Health & Safety Basics**

Date & Time: **November 17, 2018** at 9:00am to 1:00pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: One of the options.



Credential Info: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Name of Training: **Caring for Mixed Ages of Children**

Date & Time: **November 17, 2018** at 9:00am to 12:30pm

Location: **Will County** - Grace United Methodist Church, 1718 Avalon Ave., Joliet, IL. 60435

Cost: \$10.00                      Credential Info: CDA 1 & 5                      Presenters: Diane Morrow & Phyllis Norder

Description: In this training, participants will define developmentally appropriate practice (DAP) as well as recognize the importance of DAP when caring for mixed ages of children. Components of a safe and healthy family child care environment serving mixed ages of children will be discussed as well as identifying areas for program improvement.

Name of Training: **Off the Shelf and into Practice: Using Your Curriculum Every Day**

Date & Time: **November 17, 2018** at 1:00pm to 4:30pm

Location: **Will County** - Grace United Methodist Church, 1718 Avalon Ave., Joliet, IL. 60435

Cost: Free                      Credential Info: CDA 5                      Presenters: Diane Morrow & Phyllis Norder

Description: This training gives participants an overview of important factors for implementing a curriculum as well as reviewing indicators of a high-quality curriculum. Participants will identify strategies for using curriculum in their program every day and produce an action plan for implementing curriculum with fidelity into their program.

Name of Training: **Creative Curriculum for Preschool – 6<sup>th</sup> Edition**

Dates & Times: **November 17 & December 1, 2018** at 9:00am to 3:30pm (Time frame for both days)

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00 Both Dates                      Credential Info: CDA 2,3,4,7 & 8                      Presenter: Tamara Notter

ExceleRate Info: Required at Bronze & Silver for Administrator and 1 Teacher per classroom. At Gold all classroom staff.

Description: The revised 6<sup>th</sup> edition for the Creative Curriculum for Preschool provides early childhood preschool programs information on how to develop and utilize a comprehensive, developmentally appropriate curriculum for children who are 3 to age five. Included in the training is an overview of the framework, ten interest Areas and assessment process designed to capture the development of children in a preschool program and create an engaging learning environment.

Name of Training: **Grant Cohort**

Dates & Times; **November 27 & December 11, 2018** at 5:00 pm to 9:30 pm (time for both days)

Location: **Will County**-Child Care Resource & Referral, 801 N Larkin Ave., Joliet IL., 60435

Description: This training is for directors/providers who have been selected to participate in the cohort training. This is a required training as part of the grant process. Directors/providers must attend both trainings. Topics presented are chosen by the directors/providers.

### **DECEMBER 2018**

Name of Training: **Child Development, Health & Safety Basics**

Date & Time: **December 1, 2018** at 9:00am to 1:00pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee                      Presenter: Debra Wells

CCAP Provider Requirement: One of the options.

Credential Info: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Name of Training: **Program for Infant/Toddler Caregiving –PITC Module 2(Group Care)**

Date & Time: **December 1, 2018** at 8:30am to 5:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00                      Credential Info: CDA 1, 2, 4, 5 & 8                      Presenter: Rebecca Kroiss

Description: Program for Infant Toddler Care (PITC) is designed to help child care directors and infant/toddler care teachers become sensitive to infants' cues, connect with their family and culture, and develop responsive, relationship-based care. This training takes an in-depth look at cognitive and social-emotional development, encouraging growth within daily routines and tips on setting up appropriate environments for experienced infant and toddler professionals.

Name of Training: **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**

Date & Time: **December 1, 2018** at 9:00am to 11am

Location: **Will County**-801 N Larkin Ave Suite 202, Joliet IL 60435

Cost: No Fee                      Presenter: Rachel Gabriel

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

Name of Training: **CPR/First Aid**

Date & Time: **December 4, 2018 at 6:00 pm to 10:00 pm**

Location: **Will County**- Child Care Resource & Referral, 801 N. Larkin Ave., Joliet IL. 60435

Cost: \$65.00 Presenter: Dawn Soukup

Name of Training: **What Is CCAP? (Child Care Assistance Program)**

Date & Time: **December 8, 2018** at 9:00am to 11:00am

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435



■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July– December 2018

Cost: No Fee

Credential Info: CDA 5

Presenter: Monica Ochoa

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

Name of Training: **Yoga and Children**

Date & Time: **December 8, 2018** at 9:00am to 12:00pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00

Presenter: Tamara Notter

Training Info: Although this is not a required training it is registry approved. Also covers CDA 2.

Description: Participants will learn a variety of yoga poses they could indeed conduct with two year old children up to school age. Anyone who is interested in encouraging and promoting children to move, stretch, relax, gain strength, body awareness and connect the mind and body would gain from the training. During this training adults should be prepared to move and bring a beach towel or yoga mat.

Name of Training: **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**

Date & Time: **December 8, 2018** at 9:00am to 11am

Location: **Kankakee County**-Kankakee Community College, 100 College Rd. Kankakee, IL 60901

Cost: No Fee

Presenter: Debra Wells

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

Name of Training: **Child Development, Health & Safety Basics**

Date & Time: **December 13, -2018** at 5:00pm to 9:00pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: One of the options.





# Child Care Resource & Referral

■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July– December 2018

Name of Training: CPR/First Aid

Date & Time: December 17, 2018 at 9:00 am to 1:00 pm

Location: **Kankakee County**-Bourbonnais Fire Department, 1080 Armour Rd, Bourbonnais, IL. 60914

Cost: \$65.00 Presenter: Greg Krantz

## **Professional Development Policies & Procedures** **for Training Participants**

**Child Care Resource & Referral (CCR&R) – SDA 5**

Revised April 25, 2017

**Registration Policies & Procedures:**

1. Participants can register for CCR&R trainings by phone, mail, e-mail and in-person at 801 N. Larkin Ave., Suite 202, Joliet, IL. 60435, -(815) 741-1163 Ext. 271  
[rkroiss@childcarehelp.com](mailto:rkroiss@childcarehelp.com)
2. CCR&R takes participant registrations at a “first come first serve” basis from participants who are pre-registering. CCR&R has this documented on the DTP (Data Tracking Program) roster on the day of the training. During the pre-registration process, CCR&R confirms with the participant in-person or by phone that they are indeed registered in the training. **CCR&R will not guarantee that a “walk in” participant will have a space in a training.**
3. It is recommended to register for a training at least a week in advance. If a CCR&R training reaches full capacity, a waiting list will be maintained. If any openings are available we call participants on the list in the order they were received.
4. Please Take Note: CCR&R reserves the right to cancel a workshop due to low registration, trainer illness, weather, or other emergencies. Every attempt will be made to notify all registered participants in advance if there is a need to cancel a workshop. (Bullets below list the definition of low registration.)
  - **Regarding general training topics**- Low registration is defined as less than 5 “verbal” confirmations or pre-paid participants. This means a training will be cancelled if less than 5 participants are enrolled.
  - **Regarding ITN (Illinois Trainer Network) trainings** – Low registration is defined as less than 10 “verbal” confirmations or pre-paid participants. This means a training will be cancelled if less than 10 participants are enrolled.
5. CCR&R values the professional development experiences that are offered by the agency. To maintain the integrity of the “learning experience”, participants are expected to arrive to the training on time and stay for the entire training. We understand that challenges can happen on the way to a training destination. Due to this fact, CCR&R allows participants a “15 minute window” of late arrival. If a participant is **later than 15 minutes** to a training they **will not receive a training certificate**. If a participant leaves early this means the **training will show up “in-complete”** on their training record in the statewide “Data Tracking System” DTP and their training certificate will reflect the time they left.
6. It is important that all participants sign-in on the day of the training to document their attendance. A participant should not leave on the training date without feeling confident that they signed in.
7. It is important to save your training certificates and keep them in a safe, organized area. If a participant loses a training certificate, CCR&R will need to charge a \$5.00 replacement fee for the certificate.
8. It is recommended to bring your Gateways Registry member card or have your ID number available in case it is needed on the day of the training for CCR&R Staff to verify any information.

9. In order to ensure that all CCR&R training will be a “professional learning experience” for all adults attending, **children cannot attend.**
10. If a CCR&R Staff or someone representing CCR&R Training Services, is asked to present at a Family Child Care Association meeting this training will be done specifically for members of that association. A member may invite another Family Child Care Provider that is considering becoming a member.
11. If a CCR&R Staff or someone representing CCR&R Training Services, is asked to present at a local AEYC (Association for the Education of Young Children) event. The details of the presentation will be worked out with the AEYC President and CCR&R Training Coordinator.

### **Training Payment Policies & Procedures: (for Trainings that have a Fee)**

1. CCR&R prefers to have training payments prior to the training event. CCR&R does realize that sometimes payment will be collected on the day of the training. If payment is collected on the day of the training, it will only be collected by a CCR&R Staff.  
If a CCR&R Staff is not present at the training, Presenters/Trainers are informed to let a participant know that CCR&R will send an invoice to the participant. **Presenters/Trainers that are not CCR&R Staff will not be collecting any payments at the training.**
2. CCR&R gives receipts for payment of cash or money order. CCR&R will not give receipts for payments by check unless the participant requests it.
3. If CCR&R receives any returned checks from a bank, the participant will need to make the training payment with cash or money order. In addition to making the payment a participant will be charged a \$10.00 fee for the returned check.
4. CCR&R will not refund a payment for participants that are “no-shows” to the training. CCR&R will allow the participant to use the **paid** training fee toward another CCR&R sponsored training.
5. If a **paid** participant is a “no-show” for a CPR/First Aid class, the participant can use the payment toward another class within a 45 day time period of the class that was missed.