

Workshop Registration Form

Personal Information

First Name _____ Last Name _____

Organization _____

Site Name _____

Site Address _____

City _____ State _____

Zip code _____

Phone _____

Fax _____

Email Address _____

Please Check What Applies

Categories for Participants

- Family/Group Family Child Care
- Supervisor/Program Director
- Infant/Toddler Teacher
- Early Childhood Teacher
- After School/School Age/Youth Staff
- Other _____
- I am a member. Include 10% discount.
- I am NOT a member.
- MAT Training Voucher
- Yo Hablo Español /I am Spanish Speaking

Payment Method

EIP (Please submit a copy of your EIP application with this Form)
Visit: www.tsg.suny.edu for EIP forms and information

Check: Name on Check: _____

Check #: _____ Check Amount: _____

Credit Card: VISA or MasterCard

Signature: _____

Please Print Name on Card: _____

Credit Card #: _____ Expiration Date: _____

Billing Address: _____

Workshop ID#	Workshop Name	Date of Workshop	Workshop Fee

Fax to: (212) 929-5785 or Mail to: Child Care, Inc., 322 Eighth Avenue, 4th Floor, New York, NY 10001

HOW CAN I REGISTER?

1. **Via CCI's Website.** Navigate your browser to <http://www.childcareinc.org>
 - a. Click the **SHOP** icon on the right side of all pages on the CCI website.
 - b. Select the kind of training you want and place it in the shopping cart. You can pay immediately by VISA or MasterCard.
 - c. **Select "all training categories"**. The courses are listed in date order. When you find the course you want, enter the quantity, push "add to cart" and follow the directions. You can either pay immediately by VISA or MasterCard, follow the steps to register.
2. **By E-Mail.** Send e-mail to training@childcareinc.org describing the training you want and how you will pay.
3. **By Fax.** Dial 212-929-5785 and use the attached registration form.
4. **By Phone.** Call 212-929-7604 and dial the extension of the contact person listed in the calendar.
5. **In Person.** Child Care, Inc. (CCI), 322 Eighth Avenue at W. 26th Street, 4th Floor, NY, NY 10001. 9am-5pm Monday-Friday. Ask to speak to the contact person listed in the calendar.

Registration Confirmation. A confirmation letter and travel directions will be mailed within one business day of receipt of your registration information. **Remember, if we have not received payment, a seat is not guaranteed.**

PAYMENT METHODS

CCI accepts payment by credit card with a VISA or Mastercard by telephone 212-929-7604 or through CCI's secure website: WWW.CHILDCAREINC.ORG. You can also pay by cash, check or money orders made out to: **Child Care, Inc. (CCI)**. Please note there is a **\$35.00** service charge for returned checks.

New York State Educational Incentive Program (EIP): Scholarship funding to participate in this training may be available through the Educational Incentive Program (EIP). For more information, visit www.tsg.suny.edu. You may also contact EIP at eip@tsg.suny.edu or 800.295.9616.

Please note: If the total cost of the workshop is not fully covered by a scholarship (EIP or otherwise), you will be billed for the difference.

OTHER POLICIES

Group Rates. Group Rates are available with advanced payment for groups of 10 or more. For additional information contact: Greg Scott at 212-929-7604 ext 3024.

Cancellations/Refunds. If you cannot attend a workshop, and notify CCI prior to the session, you will receive a credit for the cost of the workshop minus a **\$35 rescheduling fee**. Credit can be applied to another Child Care, Inc. workshop and must be used within 6 months of issue. **NO CASH REFUNDS WILL BE GIVEN.**

Lateness. Latecomers will be admitted at the discretion of the trainer. For Health and Safety, MAT and CPR/First Aid Training **no one will be admitted** once the session has begun.

Certificates. Certificates of attendance will be provided to each attendee after completion of training and upon receipt of full payment. Certificates will include the name of the workshop, the date of attendance and the actual number of training hours attended.