

# Child Care Resource Network

## Training Policies

- Registration and payment must be complete prior to the date of the training class.
- The number of required registrations must be received, complete with payment (or registration and proof of payment) *prior* to the date of the class or the class will be cancelled.
- Child Care Resource Network reserves the right to cancel scheduled child care training when necessary. Payment will be refunded.
- Training class fees are non-refundable.
- If payment is made with an Educational Incentive Program (EIP) Award, it must be received prior to the training or the provider must pay online, with money order or check. Child Care Resource Network will reimburse participants for EIP awards submitted following training classes, provided applications for reimbursement are submitted within the time limits as required by the EIP program.
- Participants arriving more than 15 minutes late for training classes will not be admitted.
- Training class payments or fees will not be refunded to late arrivals.
- For training at a child care facility or to bring a program into compliance with a corrective action plan, there will be a set fee, per class, charged by Child Care Resource Network to train child care employees. This fee is non-refundable and non-transferrable. Payment or proof of payment must be received one week prior to the training.

### Child Development Associate (CDA) and School-Age Care Credential Courses

- Applications and \$50 Application Fees are only accepted during the specified enrollment periods; they are non-refundable and non-transferable.
- Candidate is responsible for full payment of tuition if they do not qualify for scholarship funding.
- Tuition must be paid in full by the last day of class for that module/part; Candidates with an outstanding balance at the completion of a module/part will not be able to attend future classes until payment is complete.
- Candidates who wish to withdraw must submit an *Intent to Withdrawal* 7 full calendar days from the start of a module/part without incurring financial responsibility for that module/part.
- Attendance is mandatory. CCRN allows only 1 make-up session per module/part.

**Questions on the Training Policies? Contact Kirstin Hollman at**  
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