

CCRC Training Policies & Procedures

How do I register and pay for a workshop?

- Registration is done online on the Ohio Professional Registry at <https://registry.occrra.org>
- Payments are made through the Registry with a credit card or debit card
- To find workshops, click “Find Training” and scroll through the list of all Ohio trainings. You can narrow the list through a Training Search by title or training ID number and date range and/or by county
- To register, click on the title of the training and then click the “Add to Cart” button
- Click the shopping cart icon when finished
- Click “View Cart” and review your list of trainings and fees. Click “Remove” for any trainings you don’t want
- Add coupon codes by click the “Add Coupon” button. Enter the code and click the “Apply Coupon” button
- Click “Checkout”
- Check and enter any missing contact information and enter your payment information
- Click “Checkout” to finish and get your confirmation notice

How do I know where to go for a workshop? How do I get notified of changes?

- Addresses and a map for every workshop are listed on the training’s information page on the Registry
- We may not have room numbers right away; check the Registry for updates or call the CCRC
- If we have to change a location, you will get a call or email; be sure your contact information on your Registry profile is up to date. **It is your responsibility to keep your own Registry Profile current**

I am on the waiting list for a workshop. May I come anyway and see if there will be an open seat that day?

- No, the CCRC does not encourage showing up in case there is an empty seat (it can create challenges for everyone)
- If someone cancels, the next person on the waiting list will get a call or email to be added to the training
- You may call the CCRC to check on available seats before the training date

What happens if I am late for a workshop?

- Late arrivals will not be accepted at any CCRC workshop
- Your attendance will not be verified for credit on your Registry Profile and you may be asked to leave

Are there refreshments and food at workshops?

- Coffee, tea, and water are available at the CCRC for free; you may also buy other drinks and snacks at the CCRC
- Food and drinks may not always be available at other locations but you are welcome to bring your own
- Breaks may be offered to allow for everyone’s comfort. A lunch break is provided for most daytime sessions longer than 4 hours; you may pack a lunch or dine out

How do I cancel my registration for a workshop? What happens if the CCRC cancels? Do I get a refund?

- If you cannot attend, cancel your registration by the deadlines listed on the Registry. Cancellation deadlines are at least 48 hours before a training. You may cancel through the Registry or call us at (440) 242-0413 ext. 235 or ext. 237. Refunds are given if you cancel by the deadline and call (440) 242 0413 ext. 225 to request a refund. Processing fees are held from the refund. No refund will be given if you cancel after the deadline
- We will cancel a training when there are not enough people registered to hold it. If this happens, you will receive a phone call or email and a full refund
- In case of weather and emergencies, we will post cancellation through TV and radio stations who use iAlert. We will reschedule these trainings. Refunds are given when we are not able to reschedule
- **For employers:** Fees and invoices must be paid in full. This includes fees for staff who do not cancel before the deadline or do not show for a training. However, you may call (440) 242 0413 ext. 235 to replace staff for cancellations before the training.

I need proof of attendance. Do I get a certificate?

- Your attendance will be recorded through the Ohio Professional Registry following ODJFS licensing rules. If you need a paper copy of the ODJFS In-Service form, complete a request form with the workshop date and title. The form will be emailed to you one time at no cost
- If you need a replacement copy of the ODJFS In-Service form, you must complete a Replacement Request. There is a \$5.00 fee per form
- Visit [www.cccrcinc.com](http://www.cccrcinc.com) to print these request forms. They are found on our training page under “FAQ.”

I need to renew my CDA. Can I get training credit for that?

- Ohio Approved workshops that meet CDA guidelines can be used to renew your CDA credential. To print your report of eligible CDA training, log into your Registry profile. Go to your profile page and click “Personal Reports” then “CDA Report.” Print this report to submit with your CDA renewal application

Child Care Resource Center  
April—June 2018 Workshop Calendar



Workshop Locations

<b>Erie County</b>	BGSU Firelands College One University Dr Huron 44839		
<b>Huron County</b>	Bellevue Public Library 224 E Main St Bellevue 44811	New London Child Care 58 East Main St. New London 44851	
<b>Lorain County</b>	Avon Lake Public Library 32649 Electric Blvd Avon Lake 44012	Child Care Resource Center 5350 Oberlin Ave Lorain 44053	Faith House Academy 2002 E 28th St Lorain 44055
<b>Lorain County</b>	Jack & Jill 32801 Electric Blvd Avon Lake 44012	LCCC Wellington 151 Commerce Rd. Wellington 44090	The Child Garden 14910 OH-58 Oberlin 44074
<b>Sandusky County</b>	Angie’s Angels 1517 E State St Fremont 43420	Birchard Library 423 Croghan St Fremont 43420	
<b>Seneca County</b>	First Lutheran Preschool 300 Melmore St. Tiffin 44883	Tiffin Library 77 Jefferson St Tiffin 44883	

Health & Safety						
<i>Title</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Fee</i>	<i>OA</i>	<i>CDA</i>
Pediatric First Aid & CPR	April 7	9:00 - 4:00 pm	Child Care Resource Center	\$70	No	Yes
Communicable Diseases: Review	May 16	6:00 - 9:00 pm	Child Care Resource Center	\$30	No	Yes

Health & Nutrition						
<i>Title</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Fee</i>	<i>OA</i>	<i>CDA</i>
Creating an Eco-Healthy Care and Education Program	May 7	6:00 - 8:00 pm	Child Care Resource Center	\$20	Yes	Yes
Hand Hygiene	May 16	6:00 - 7:30 pm	Birchard Library	\$15	Yes	Yes
Hand Hygiene	June 18	6:30 - 8:00 pm	BGSU Firelands	\$15	Yes	Yes

Don’t see something you like?

Don’t worry! We have new training options that allow you to pick the training title you were hoping for.

Call the CCRC today and get the training title you were hoping to see!

440.242.0413 ext 235

Not Age Specific						
Title	Date	Time	Location	Fee	OA	CDA
Introduction to the Environment Rating Scales	April 7	9:00 - 11:30 am	First Lutheran Preschool	\$25	Yes	Yes
ASQ-3 The Ages and Stages Questionnaires	April 7	12:00 - 2:30 pm	First Lutheran Preschool	\$25	Yes	Yes
ELDS Overview	April 10	6:00 - 9:00 pm	New London Community Child Care	\$0	Yes	Yes
STEAM: An Integrated Approach to Learning	April 11	12:00 - 2:30 pm	Jack & Jill Preschool	\$25	Yes	Yes
STEAM: An Integrated Approach to Learning	April 19	5:30 - 8:00 pm	Tiffin Library	\$25	Yes	Yes
Before Assessment: Observations	April 21	9:00 - 2:30 pm	Child Care Resource Center	\$50	Yes	Yes
Reshaping Experiences: Managing Behavior	April 24	12:00 - 1:30 pm	Jack & Jill Preschool	\$15	Yes	Yes
STEAM: An Integrated Approach to Learning	April 28	9:00 - 11:30 am	Avon Lake Public Library	\$25	Yes	Yes
Curriculum and Assessment: Putting it Together	May 5 & 12	9:00 - 2:30 pm	Child Care Resource Center	\$100	Yes	Yes
Lesson Planning for Mixed Age Groups	May 14	6:00 - 8:30 pm	Child Care Resource Center	\$25	Yes	Yes
Reshaping Experiences: Managing Behavior	May 21	6:00 - 7:30 pm	Birchard Library	\$15	Yes	Yes
ASQ-3 The Ages and Stages Questionnaires	May 30	6:00 - 9:00 pm	Child Care Resource Center	\$30	Yes	Yes
Special Needs 101	May 5	10:00 - 12:00 pm	Birchard Library	\$35	Yes	Yes
Autism Awareness	May 5	12:30 - 2:30 pm	Birchard Library	\$35	Yes	Yes
Including You & Me: Linking Diversity, Inclusion, Literacy	May 31	5:30 - 8:30 pm	Avon Lake Public Library	\$30	Yes	Yes
Family Engagement	June 9	9:00 - 3:30 pm	Child Care Resource Center	\$0	Yes	Yes
Reshaping Experiences: Managing Behavior	June 11	6:00 - 7:30 pm	Child Care Resource Center	\$15	Yes	Yes
Using Technology in Early Childhood Education	June 25	6:00 - 9:00 pm	Child Care Resource Center	\$30	Yes	Yes

Family Child Care						
Title	Date	Time	Location	Fee	OA	CDA
Lesson Planning for Mixed Age Groups	May 14	6:00 - 8:30 pm	Child Care Resource Center	\$25	Yes	Yes
Mixed Age Learning Environments	June 14	5:30 - 8:00 pm	Birchard Library	\$25	Yes	Yes

Did you know you could be getting paid to feed your children?

Yes, you read that right!  
Call the CCRC today and find out how you could benefit from this opportunity!  
440.242.0413 ext 227

# What can we do for you?

Looking for support to become star rated, increase star rating, or get simple SUTQ help? Join a SUTQ Cohort and get hands-on help today!

Can't find the perfect CCRC service you were hoping for? Fill out a service request form on our website today!

If you are a Family Child Care Provider or the Director of a Child Care Center, contact Jocelyn Smith today to ensure your profile information is up to date for those looking for Child Care!

Need a screening and assessment tool? We have ASQ:3!

Did you know? One of the top reasons people aren't aware their training got cancelled is because their Registry Profile wasn't up to date with the correct phone number. We can help update that!

Need additional staff? Post a job on Hire Me today!

# Lets Go Outside!

Join us on April 28th from 9:00 am - 2:30 pm at Avon Lake Library and Let's Go Outside!!

Get the STEAM Overview course and STEAM Outdoor Experiences course, along with 5 Ohio Approved Hours!

Already have the STEAM Overview course? You can still join us for the Outdoor Experiences portion, beginning at noon.



Infant & Toddler						
<i>Title</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Fee</i>	<i>OA</i>	<i>CDA</i>
Best Practices: Cultural Diversity	April 4	5:15 - 7:45 pm	Bellevue Library	\$25	Yes	Yes
Creative Curriculum for Infants/Toddlers <b>STUDY GROUP</b>	Begins April 12	3:00 - 5:00 pm	Angie's Angels Child Care Center	\$60	Yes	Yes
Best Practices: Cultural Diversity	April 12	6:00 - 8:30 pm	Faith House Academy	\$25	Yes	Yes
What is Creative/Curriculum for Infants and Toddlers?	April 25	6:30 - 8:30 pm	Child Care Resource Center	\$20	Yes	Yes
Best Practices: Understanding Behavior	May 14	6:00 - 8:30 pm	Child Care Resource Center	\$25	Yes	Yes
Best Practices: Environments	June 16	9:00 - 11:30 am	Birchard Library	\$25	Yes	Yes
Best Practices: Transforming Your Day Through Play	June 16	12:00 - 2:30 pm	Birchard Library	\$25	Yes	Yes
ELDS Level 2: Language and Literacy	June 20 & 27	6:00 - 9:00 pm	Child Care Resource Center	\$0	Yes	Yes
Infant/Toddler Creative Curriculum	May 12	9:00 - 4:00 pm	LCCC Wellington	\$50	Yes	Yes

Preschool						
<i>Title</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Fee</i>	<i>OA</i>	<i>CDA</i>
ELDS Level 2: Language and Literacy	April 23 & 30	6:00 - 9:00 pm	Child Care Resource Center	\$0	Yes	Yes
STEAM: Outdoor Preschool Experiences	April 28	12:00 - 2:30 pm	Avon Lake Public Library	\$25	Yes	Yes
ELDS Level 2: General Knowledge, Science	May 1 & 15	6:00 - 9:00 pm	New London Community Child Care	\$0	Yes	Yes
Creative Curriculum for Preschool	May 12	9:00 - 4:00 pm	LCCC Wellington	\$50	Yes	Yes

School Age						
<i>Title</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Fee</i>	<i>OA</i>	<i>CDA</i>
Explore This! Cultural Diversity	April 17	6:00 - 8:30 pm	Faith House Academy	\$25	Yes	Yes
Explore This! Homework Help	May 9	6:00 - 8:30 pm	Avon Lake Public Library	\$25	Yes	Yes
No Bullies Here: Creating a Bully-Free School Age Program	May 16	6:00 - 8:30 pm	Avon Lake Public Library	\$25	Yes	Yes
Summer Programming: Summer Learning	May 19	9:00 - 11:30 am	Child Care Resource Center	\$25	Yes	Yes
Summer Programming: Guide to Field Trips	May 19	12:00 - 2:30 pm	Child Care Resource Center	\$25	Yes	Yes
Explore This! Arts & Crafts	June 4	6:00 - 8:30 pm	Child Care Resource Center	\$25	Yes	Yes



Child Care Resource Center: April—June 2018 Workshop Calendar

Administrator & Director						
Title	Date	Time	Location	Fee	OA	CDA
Special Quest: When Concerns Arise	April 3	5:00 - 8:00 pm	Birchard Public Library	\$30	Yes	Yes
Curriculum 101	April 9 & 16	5:30 - 8:00 pm	The Child Garden	\$50	Yes	Yes
Retaining Talent:, Reducing Staff Turnover	April 23	6:00 - 8:30 pm	Avon Lake Public Library	\$35	Yes	Yes
Special Quest: When Concerns Arise	May 9	6:00 - 9:00 pm	Child Care Resource Center	\$30	Yes	Yes
Getting Started as a New Leader	May 17	6:00 - 8:30 pm	Child Care Resource Center	\$35	Yes	Yes
STEAM for the Administrator	May 23	6:00 - 8:30 pm	Child Care Resource Center	\$25	Yes	Yes
STEAM for the Administrator	June 18	5:30 - 8:00 pm	Birchard Library	\$25	Yes	Yes
Getting Started as a New Leader	June 23	9:00 - 11:30 am	Birchard Library	\$35	Yes	Yes
Retaining Talent, Reducing Staff Turnover	June 23	12:00 - 2:30 pm	Birchard Library	\$35	Yes	Yes

Curriculum Saturday!

Curriculum 101, Creative Curriculum for I/T, and Creative Curriculum for Prek

May 12th, 2018 - Beginning at 9:00 am

Up to 6 Ohio Approved Hours!!

Contact the CCRC for more information or to register!

Host a CCRC Training in the next training catalog!

- A way to get word out about your center!
- Takes away the stress of keeping track of your staffs training hours!
- Don't have to worry about you or your staff traveling—the training will be at your site!
- Choose a beneficial topic OF YOUR CHOICE!
- You even get to choose the date and time!

Working towards your 3rd star?

Choose ASQ:3! Call Jon Deavers today to get set up with your new favorite tool!

440.242.0413 ext 247



Join us for a night of Arts & Crafts and Wine Tasting!

Try out a few art & craft ideas to take back to your school-aged children while enjoying snacks and wine. Don't drink wine? Don't worry! We will have plenty of other refreshments available.

Monday, June 4th - 6:00—8:30 pm at Child Care Resource Center (Lorain, OH)

Call (440) 242 0413 ext. 235 to register today!

<div>Summer Programming: Summer Learning</div> <div>Sat, May 19th 9-1130am @ CCRC</div> <div>Summer Programming: Field Trips</div> <div>Sat, May 19th 12-230pm @ CCRC</div>	<div>Summer is almost here!</div> <div>You don't want to miss out on these Summer Planning trainings!</div> <div>To register, call 440 242 0413 ext 235</div>
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