

WORKSHOP REGISTRATION FORM
(Durham, Orange & Wake Counties)



One name per form & please fill out completely

Name (please print) _____

Home phone number _____ Work phone number _____

Name of Child Care Program _____ County _____ Zip _____

Email _____

*Please Indicate Program Type: (please check one) CENTER HOME Not Yet Opened

*Please Indicate Language Preference: English Spanish Other (please specify) _____

If you checked Spanish, will you need a translator? YES NO

- Child Care Services Association is not responsible for registration forms or fees lost in the mail or not delivered on time.
- **DEADLINE TO REGISTER FOR ALL WORKSHOPS IS 1 WEEK PRIOR TO DATE OF WORKSHOP**
- **Advance payment is required.** Registrations received by fax will **NOT** reserve a space.
- If paying with cash, **please bring exact amount** to any CCSA office. If your money is received after a workshop is closed or if a workshop is cancelled, you will be notified by phone and you may choose to either receive a refund or take another workshop that is available.
- Out of respect for the presenters, the doors will be monitored and **no one will be allowed to enter 15 minutes after the workshop has begun.** No training credits will be issued if you leave early. There is a \$2.00 fee for replacement certificates.
- **NO CHILDREN ALLOWED.**
- It is your responsibility to remember workshops and locations for which you have registered. If you registered and fail to attend, **NO REFUND WILL BE ISSUED.**

Checks should be made out to: Child Care Services Association (CCSA). Mail your registration form and **check/money order** to:

Child Care Services Association
ATTN: Renee Wilson
1201 S. Briggs Ave.
Durham, NC 27703

Name of Workshop <i>(see training calendar)</i>	County <i>(see training calendar)</i>	Date of Workshop <i>(see training calendar)</i>	Amount Enclosed

Total Enclosed \$ _____

View our Training Calendar on our website at
<http://www.childcareservices.org/ps/training.html>