# Guidelines and Expectations for Participation in In-Person Trainings

## Smart Start Rowan

## Purpose

These guidelines outline the expectations for participants attending in-person professional development trainings to be eligible for official credit through the North Carolina Division of Child Development and Early Education (DCDEE).

## 1. Registration and Preparation

* Advance Registration: All participants must register prior to the session. Walk-in attendance may not be accepted.
* Arrival Time: Arrive at least 10–15 minutes early to sign in and get settled before the session begins.
* What to Bring: Bring any required materials (notebook, pen, etc.) as specified in the training information.
* Doors are closed and locked 10 mins after the session begins. We apologize but late arrivals cannot be admitted.

## 2. Attendance and Participation

* Full Attendance: Participants must be present for the entire training to receive credit. Early departures may result in denial of credit.
* Sign-In: Participants must sign in at the beginning of session Missing signatures may forfeit credit.
* Active Participation: Engage fully by asking questions, contributing to group discussions, and completing all required activities.

## 3. Professional Conduct

* Respectful Behavior: Show respect toward the trainer and other attendees. Disruptive or inappropriate behavior may result in being asked to leave, and unfortunately, refunds or training credit cannot be provided in such cases."
* Electronic Devices: Silence mobile phones and refrain from texting or using electronic devices during the training, unless directed as part of the session.
* Unfortunately we cannot allow children to attend training sessions.

## 4. Credit Eligibility and Documentation

* Verification: Trainers will verify participation through attendance logs and engagement in session activities.
* Pre and Post Questionnaire: You must complete a pre-questionnaire prior to attending the training and a post questionnaire at the end of the training to receive credit.
* Evaluation Form: Completion of the post-training evaluation is required for certificate issuance.
* Accurate Information: Ensure that your name on the sign-in sheet matches your official DCDEE documentation.

## 5. Health and Safety (if applicable)

* Follow Health Guidelines: Adhere to any health and safety protocols in place, including mask-wearing, distancing, or sanitation practices if required.
* Stay Home If Sick: If you are feeling unwell, contact the organizer to reschedule or inquire about virtual options.

## 6. After the Training

* Certificate Distribution: Certificates will be distributed at the end of the session or sent electronically within 5–10 business days.