

# Early Learning Coalition of Florida's Heartland, Inc.

[www.elcfh.org](http://www.elcfh.org)

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## Training Registration Process

Thank you for your enthusiasm and interest in attending ELCFH trainings. We hope the following processes will help training classes be able to begin on time with fewer interruptions and that everyone who is in attendance will receive the materials and attendance certificates needed.

Please be advised that training registration opportunities will be removed from the ELCFH website for the following reasons.

- Class reaches capacity
- Insufficient registration three working days prior to the training (i.e. Thursday morning there are less than 5 participants registered for a class scheduled for the following Tuesday)

Take note of the information on the second page of the training calendars, as directions about how to register will be shown.

- ELCFH trainings require registration at [www.elcfh.org](http://www.elcfh.org).
- Trainings that are DOE approved can be registered for through the DCF website at <https://training01-dcf.myflorida.com/studentsite/admin/login.jsf>. When registering on that site, please note the confirmation statement on the Child Care Training Welcome page. The yellow box at the top of the page states, "By logging into the Child Care Training Portal, you are confirming that you are the account holder. Only the registered account holder is allowed access to the individual account..." This message should be a reminder that only the individual assigned to the transcript being accessed should be registering for training or printing their transcripts.

It will be helpful to staff to make sure their phone and email information is accurate on their DCF transcript account. When registering for trainings through that portal, their email address and phone number shows up through the training management system. In the event that a training is cancelled or location has to be moved, we attempt to contact the registered participant by email first, then by phone. Unfortunately, both methods are often unsuccessful as the contact information has changed.

Those who have taken DOE approved trainings for VPK have been aware of the arrival cut-off of 15 minutes after the start time of the class. The same cut-off time is now in place for all ELCFH training opportunities. Participants arriving after the 15 minute cut-off may choose to remain for the information, but will not be provided with a certificate of attendance.

Also note that payments for trainings will only be transferred or refunded if:

- the training is cancelled
- at least 24 hours notification is given that participant will not be able to attend- (please email those requests rather than calling)
- at least 24 hours notification is given that a substitute participant will attend

We are all aware that with electronic registration and payments, there are often glitches, so we still request that you bring verification of payment, either in printed form or accessible through smart phone/other device.