



The New Caregiver Background Check Process Cost \$10.00

If you are the one who does the hiring at your Child Care Facility and are looking to hire employees in the near future, then this is a training for you. Come and learn about the New Caregiver Background Check Process. Staff from the Bureau of Early Care Regulation Background Unit will be discussing the new caregiver background check. Beginning in October 2018 and continuing through to 2020, background checks on child care providers and employees has changed. Participants will have an opportunity to get their questions answered.

Below is a listing of a training that is happening in your area. Registration link is active just click on the registry event number listed next to the event and it will take you into your registry profile to register.

Location: Milwaukee held at 4C for Children 1736 N. 2nd St. Milwaukee, Wi 53212

Monday, November 5, 2018	6:00 – 8:00 pm	Registry Event # 784547
Thursday, November 8, 2018	6:00 – 8:00 pm	Registry Event #784549
Saturday, November 17, 2018	9:00 – 11:00 am	Registry Event # 784553
Monday, November 19, 2018	6:00 – 8:00 pm	Registry Event # 784554

Location: Racine and Kenosha area 4C for Children 6233 Bankers Road, Ste.14, Racine, Wi 53403

Tuesday, November 6, 2018	6:00 - 8:00 pm	Registry Event # 784555
Tuesday, November 13, 2018	6:00 – 8:00 pm	Registry Event # 784558

Location: Washington and Ozaukee area
Family Resource Center 2376 W. Washington St. West Bend, Wi 53095

Thursday, November 15, 2018	6:00 – 8:00 pm	Registry Event # 784559
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Location: Waukesha area Waukesha State Bank 1709 E. Racine Ave. Waukesha, Wi 53186

Saturday, November 10, 2018	9:00 -11:00 am	Registry Event # 784566
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4C Continuing Education Registration Policies

Please review all policies carefully. Fees will be applied as stated when appropriate.

Class size is limited, please enroll early. You should consider yourself enrolled in the class once the 4C office has received your registration forms and fees.

- The student is responsible for selecting and registering for the classes attending.
- The student is responsible for remembering the time, date and place of the class they registered for.
- Any student who attends class and is **not pre-registered will incur a late registration fee** of \$15.00 for class or workshop. **THERE ARE NO EXCEPTIONS!**
- **There is a \$35.00 fee for all returned checks. (Students with outstanding balances will not receive certificates until all balances are cleared.)**
- *Effective February 2017, 4C will no longer issue completion certificates. All 4C completions are entered into The Registry. Your completions will be listed on your learning record with The Registry. You can access the learning record through your personal account at www.the-registry.org*
- **No Refunds, Transfers or Substitution granted for workshops.**
- ***Due to the short timeframe of workshops, participants will not be allowed to stay if they are more than 15 minutes late. There will be no refund due to tardiness.***
- Any name spelling or address corrections must be made through your personal account at The Registry.
- 4C reserves the right to change the location of a class at any time if it becomes necessary. Registered students will be notified of the change.
- Guns and weapons are not allowed on 4C property.
- Professional and courteous respect for the instructor and fellow students is required.
 - Disruptive students will be asked to leave the class and will not receive any refunds or class credit.
- No electronic device is to be used during class (i.e. cell phone, tablets, recording device, etc.). Usage of cell phone should be for emergencies only.
- Children are not allowed under any circumstances.
- 4C reserves the right to cancel a workshop due to low enrollment. In that case, registered students will be notified by email and other arrangements will be made. This will be done within 2 business days before the start of the workshop.
- Emergency cancellations (i.e. weather) will be broadcast on WTMJ Channel 4 or Radio AM 620

PAYMENT: Pay when registering with a charge card by clicking the link provided next to the course.

- On-line through The Registry; www.the-registry.org Or by clicking the registry event # located next to the event. This will allow you to sign in to your profile and pay with a charge card.
- Pay by Phone: (Have your Registry Id ready or your birthdate with the last 5 digits of your social security number)
Phone (VISA, Master Card, Discover)
414-562-2650 (4C Main Office)