



## 2024 CHILDREN'S CENTER TRAINING SCHEDULE AND REGISTRATION FORM

### Child Care Licensing Program

**RECORD KEEPING FOR CHILDREN'S CENTERS** is a four and a half (4 1/2) hour training comprised of an overview of regulations regarding record keeping including personnel, children, and facility records. Participants will receive a training packet that includes required and optional forms and learn practical ideas for setting up and maintaining files to be in compliance with regulations. This training is appropriate for prospective or new owners/directors and as an update for current child care personnel with record keeping responsibilities. A certificate documenting four and a half (4.5) hours of annual inservice training will be issued.

**REGISTRATION FEE:** \$40.00 Prepaid non-refundable fee due prior to training

**TIME:** 9:00 A.M. – 1:00 P.M.

Tuesday, March 5

Tuesday, June 11

Tuesday, September 10

Tuesday, December 10

**THE DIRECTOR'S ORIENTATION FOR INFANT CARE** is a three (3) hour training comprised of regulations pertaining specifically to infant care, and best practices in caring for children from birth to 2 years of age. Participants will receive a training packet that includes a copy of the Infant Standards, required and sample forms, and brochures. This training is required for directors who plan to start an infant program. A certificate documenting three (3) hours of annual inservice training will be issued.

**REGISTRATION FEE:** \$25.00 Prepaid non-refundable fee due prior to training

**TIME:** 9:00 A.M. - 12:00P.M.

Tuesday, February 6

Tuesday, May 7

Tuesday, August 6

Tuesday, November 12

**PINELLAS DIRECTORS BASICS** is a three (3) hour training required for new directors who have not been directors previously in Pinellas County or have not been a director in Pinellas County in the last 12 months. This course is designed to foster success by covering regulations unique to Pinellas County, our website as a resource and best management practices. A certificate documenting three (3) hours of annual in-service training will be issued.

**REGISTRATION FEE:** \$25.00 Prepaid non-refundable fee due prior to training

**TIME:** 9:00 A.M. - 12:00P.M.

Tuesday, January 9

Tuesday, April 9

Tuesday, July 9

Tuesday, October 8

**Telephone registration will not be accepted.** To reserve your space in the desired training, submit the registration form with check or money order made payable to Pinellas County Health Department. If the training is full when your registration is received, you will be contacted. Seating is limited and child care is not available.

**All trainings take place at our office:** Child Care Licensing Program  
8751 Ulmerton Road  
Largo, FL 33771-3832

**Please return registration form and payment to the address above.**

**Call the CCLP office prior to the training dates if you need to reschedule to avoid re-paying the registration fee.** Any person with a disability requiring reasonable accommodations can call the CCLP office no later than two (2) weeks prior to the training.

### Children's Center Training Registration Form

Registration form and prepaid non-refundable fee due prior to training

☐ (\$40.00) Record Keeping for Children's Centers

☐ (\$25.00) Director's Orientation for Infant Care

☐ (\$25.00) Pinellas Directors Basics

Name (Please Print): \_\_\_\_\_ Telephone: \_\_\_\_\_

Center Name: \_\_\_\_\_

Street, City, & Zip Code: \_\_\_\_\_

Date of Training: \_\_\_\_\_ Fee Enclosed: \_\_\_\_\_