***Training Protocols***

**Please read the following carefully:**

* Professional Development course open for registration on the 1st of the month priorto the event date. Registration closes 3 business days before or when full.
* Coalition staff lobby doors until 15 minutes after the PD event starts. Please be on time. We are now located on the 4th Floor which requires ELC Staff escorts. No refunds will be given for lockouts.
* Practitioners are ultimately responsible for themselves and should register for themselves using personal emails and phone numbers. This ensures training credit is given to the proper person.
* If payments are required, ELC’s website will direct you to a secure merchant.
* Refunds are prohibited but will be considered on a case-by-case basis through the contact below. There will be no refunds for double registrations. See above.
* Participation is important during Coalition training to gain the skills and content being presented. Talking on your cell phone or using your cell phone in a manner other than participating in the training is prohibited. If we notice you paying more attention to your cell phone than the training, you may be asked to leave. No credits or refunds will be issued.
* If homework is assigned, it must be turned in by the deadline or within two weeks after training. Deadlines will be posted on the training agenda, PowerPoint, or emailed.
* Upon successful completion of homework, credits will be awarded for training. If homework is assigned, it must be completed. ***There will be no partial credits.***
* For credit, participants must show gained outcomes through final assessments.
* Accommodations (ADA or otherwise) may be requested through the contact below or directly to the lead trainer.
* As of July 1, 2011, Training Transcripts have replaced Certificates and are by request only. Please email the contact below for inquiry.

**Request for ELC’s Professional Development Policies and Procedures**

**may be requested through the contact below.**

**Contact Information:** Training@elcescambia.org

**Professional Development Staff Code of Conduct**

*Discrimination, Sexual Harassment, and Other Unlawful Harassment*

1. *The Coalition is dedicated to a work environment that is free of discrimination and other unlawful harassment.  Actions, words, jokes, pictures, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic or class will not be tolerated.*

*Confidentiality*

* 1. *Employees are expected to assume the ethical obligation to keep in confidence all information pertaining to both clients and staff.  The Coalition prohibits the discussion or divulgence of any confidential information within the Coalition except in the legitimate performance of professional responsibility/duty.*
	2. *Confidential client or employee information may not be shared with parties outside the Coalition without the signed consent from the client or employee, except as required by law.  A breach of confidentiality may warrant disciplinary action and/or dismissal.*

*Proprietary Interest Policy:*

*Existing proprietary interests of instructors will be disclosed during contractual arrangements and must be listed in the contract prior to contract execution.*

*The proprietary content of the instructor may be used to produce contracted deliverables provided to the Early Learning Coalition and the Coalition will make no claim to proprietary interest disclosed in the contract.*

*Provider proprietary interests will be appropriately referenced in instructional and promotional materials published by the Coalition’s service provider.*

*The Coalition reserves the right to review and approve the branding on any proprietary interests included in the contracted deliverables.*

*Intellectual Property Policy:*

*Pursuant to s.286.021, F.S., if any discovery or invention arises or is developed within the course or through work or services performed with funds from a contract with the Coalition, the contractor shall refer the discovery or invention to the Operations Manager who will refer the appropriate governing agency to determine whether patent protection will be sought in the name of the State of Florida.*

*Instructors, subcontractors nor ELC staff may profit from the delivery of services/ professional development events as those are property of the state of Florida.*

*Travel expenses may be reimbursed to and from the workplace and the delivery site, upon approval by the PDC and/or Contract Manager.*

**Should you believe any of the Professional Development Staff are not executing their Code of Conduct please contact Dawn Engel,** Operations Director

850-332-6740 (office) or 850-293-0719 (cell), dengel@elcescambia.org