

# Early Learning Coalition of Escambia County

## *Training Protocols*

### **Please read the following carefully:**

- Registration closes 5 business days before the learning event or when the course roster is full.
- Coalition lobby doors will be open 15 minutes before and after an event begins, after which the doors will be locked.
- All learners 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 payment is 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.
- All learning events will have their own set of requirements to receive full credit. Please review the training announcement prior to registering for an event to determine if additional steps are needed to receive credit.
- As of January 1, 2024, all participants who meet the successful completion criteria will receive a certificate, awarding their service hours or CEUs. Any training taken prior to January 1, 2024, will be placed on your coalition training transcript, which can be requested at [training@elcescambia.org](mailto:training@elcescambia.org).
- For learning events awarding CEUs, participants must complete the Learners Policy and Procedures Acknowledgement Form, prior to the event. You only have to complete it once, and it will be valid for all learning events until 2031.
- Teachstone/MMCI/CLASS protocols are unique to their courses, please email the lead trainer for all event specific requirements.
- Accommodations (ADA or otherwise) may be requested through the contact below or directly from the lead trainer.

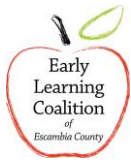
**Request for ELC's Professional Development Policies and Procedures may be requested through the contact below.**

**Contact Information:** [Training@elcescambia.org](mailto:Training@elcescambia.org)



1720 West Fairfield Dr. Suite 100/400, Pensacola, FL 32501  
Tel: (850) 595-5400 Fax: (850) 466-3783 · [www.elcescambia.org](http://www.elcescambia.org)





# Early Learning Coalition of Escambia County

## 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](mailto:dengel@elcescambia.org)

