

Medical College of Georgia's Child Care Resource and Referral Agency

Private Training Policy

Notification:

1. Our office requires at least one-month notice to schedule, confirm and prepare for an on-site training of any class currently offered by the CCR&R. In many cases, our training schedule is set three to four months ahead, and availability for private training is very limited within that time frame.
2. If a class is being specifically developed per your request, we will require at least 3 months notice, unless otherwise specified.
3. Once the training request form is received, the CCR&R Training Manager will review the request and determine if the date is open and the trainer is available.
4. Once the request is approved, a private training agreement will be mailed to the client. The agreement will list the expectations of the client and the trainer and verify the information given on the training request form.
5. The client will sign the agreement, keep a copy for themselves and mail the original back to our office.

Facility:

1. The facility to be used must have adequate space for both the presenter and the participants to move freely around.
2. A CCR&R staff member must approve of the site before a class is confirmed.
3. The client is responsible for setting up and scheduling the use of the space.
4. The presenter will need to know what equipment is available so materials can be prepared accordingly.
5. The presenter will need to get into the facility at least 30 minutes prior to the first class, unless otherwise discussed.

Participants:

1. A minimum of 10 participants is required for a private training unless otherwise agreed upon.
2. The client is required to send the exact number and names of each participant **one week** prior to the training date. This information can be faxed, mailed or emailed to our office.
3. Once the agreement is signed, the registered number of attendees determines the final rate. Training materials will be prepared for the number of participants given to the CCR&R, and therefore, refunds will not be given. Please note that if there is a change with your list of participants, please send the changes to our office immediately.
4. As with other CCR&R training, sessions will begin on time and participants are expected to be on time. All participants who arrive 10 minutes after a training session has begun will need to reschedule for the next available session, as late arrivals disrupt the session that is already in progress.
5. It is expected that all participants will show respect to the trainer and limit conversations, etc. The trainer reserves the right to excuse any participant that disrupts the training session.

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Child Care Resource and Referral Agency of East Georgia

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Payment:

1. Payment **MUST** be received in our office one week prior to the date of the class. If payment is not received one week in advance, the session will be cancelled. Depending on the size of the session, a non-refundable deposit may be required. This will be handled on a case-by-case basis.
2. Pricing is as follows:

10-25 Participants	\$125 per credit hour
25+ Participants	Submit for a quote.

\$25 Administration Fee Per Day

3. Cost includes the materials and handouts needed for the respective trainings.
4. The administrative fee covers the cost of training preparation and travel associated with each on-site training session.

Questions:

For more information, contact Jason Jacobs, Training Manager at:

Toll Free: 1-877-228-3566

Email: jjacobs@mcg.edu

Or, visit the provider page on our website at:

www.mcg.edu/pediatrics/ccrr