You must work in San Mateo County and have a California Early Care and Education workforce registry number in order to register for our trainings and to apply for the stipend program. To obtain a California Workforce registry number, go to: https://caregistry.org/

I. Registration
   a. Advanced online registration and payment are required for all trainings.
   b. As of July 1st, 2018, registration to all of our trainings will be available only through the Eventbrite event management website: https://www.eventbrite.com/
   c. Registration fees are non-refundable and non-transferable to another workshop or participant.
   d. If you have a confirmed registration for a training and then sign up for another one, which the date coincides with your confirmed training registration, this second registration will be canceled.
   e. If you are registering for a training that you have attended in the last two years, SMCOE reserves the right to cancel your registration, in order to offer the space to someone who has not taken the training.
   f. “Walk-Ins” or “Drop-Ins” on the day of training are not allowed.

II. Methods of Payment
   a. The standard method of payment when using the Eventbrite registration portal is with a credit card at the time of registration.
   b. Cash payments are no longer accepted
   c. Other methods of payment, such as “check”, might be available for some trainings. This information will be indicated on the registration page.
   d. In the event that a “check” payment is listed as a payment option for the specific training; the check should be mailed to the address listed on the registration page by the payment deadline. A copy of the registration ticket must also be included. The registration will be considered on a pending status until the payment is received. Any unpaid registration by the payment deadline will be canceled. No exceptions.

III. Training Series
   a. For multi-day training series, make sure that you can attend all dates of the series before registering. Stipends will not be paid if you are do not attend all dates of a series.
IV. Stipend Program

a. In order to receive a stipend, you need to apply for the Stipend Program and fulfill all requirements. For more information about the stipend program, visit: www.smcoe.org/QRISstipend

b. Transitional Kindergarten teachers (TK) and California State Preschool Program teachers are eligible for the California Transitional Kindergarten Stipend Program (CTKS) to complete at least 24 units in Early Childhood Education or Child Development. CTKS is a stipend which reimburses actual out of pocket expenses for registration costs, books and supplies, and upgrading laptops and software. For more information, visit: https://tinyurl.com/CTKS-Stipend. This stipend program will end in March 2019.

V. Attendance

a. The Early Learning Support Services department (ELSS) maintains records of attendance through the use of sign-in sheets. It is important that you sign-in to record your attendance. The sign-in sheets are used for tracking professional development hours, for creation of certificates of completion, and as proof of attendance for stipend calculations.

b. Early departures and/or late arrivals: you must be present (in your seat/not on the phone), on time and for the full duration of the training. Lack of attendance will be noted as an absence by the manager on duty.

c. No Shows: a participant with a confirmed (paid) registration who repeatedly fails to show up on the day of the training, will not be allowed to register for additional trainings for the rest of the year after three no-shows.