



## Early Learning Support Services (ELSS) Virtual/In-Person Professional Development Policies

**To be eligible to register for our offerings, you must work in San Mateo County and provide a valid California ECE workforce registry ID number.**

### I. REGISTRATION

- a. Advanced online registration through Eventbrite is required for all trainings. Unregistered participants will not receive meeting invites or credit for attended training sessions.
  - i. Participant Zoom meeting links cannot be shared with anyone else as they are unique to each individual user.
- b. You cannot attend more than one training scheduled for the same date and time. If you register for two or more simultaneous trainings, your registration will be cancelled, and you will not receive attendance credit.
- c. **Training Series:** Before registering for multi-day training series, ensure that you can attend *all dates* of the series in their entirety. An 100% attendance rate is required within each session to receive the training link(s) to attend the subsequent session(s). **Partial attendance will not be reflected in the Workforce Registry.**
- d. If you've attended that same training in the last two years, SMCOE reserves the right to cancel your registration and offer the space to someone who has not yet taken the training.
- e. **Cancellations:** if you are unable to attend a training, you must cancel your registration on Eventbrite at least 48 hours prior to the training start time and contact ELSS at [elss@smcoe.org](mailto:elss@smcoe.org) to confirm the cancellation.
- f. **No Shows:** *a participant with a confirmed registration who fails to show up on the day of the training without prior cancellation notice.* After three (3) no-shows, participants will be unsubscribed from our mailing list and will not be allowed to register for additional trainings the remainder of the program year. To resume receiving registration invites for our trainings, no shows will be required to re-subscribe the following program year.

### II. ATTENDANCE

- a. The Early Learning Support Services department (ELSS) will maintain records of virtual attendance through the Zoom reporting capabilities and in-person attendance through the sign-in sheets.
  - i. For virtual sessions, we recommend you have access to a screened device (i.e. desktop, laptop, tablet, iPad, mobile device) to visually follow along with the presentation.
- b. You must be on time and present (logged in to Zoom with camera on or in your seat) for the full duration of the training. Attendance will not be credited if you are late, drop off/leave during the training session, or log off/leave early. If our Zoom report indicates you were not an active participant during the entire session of the training, your attendance will not be credited in the Workforce Registry. Similarly, if the manager-on-duty for an in-person session notes you were not present during the entire session, attendance will not be credited in the Workforce Registry.
  - i. Do not contact the trainer regarding attendance, attendance is solely monitored by ELSS staff.
  - ii. In case of emergency, please contact ELSS staff at [elss@smcoe.org](mailto:elss@smcoe.org) no later than 15 minutes prior the beginning of the training.
- c. **Series Attendance:** To receive attendance credit in the Workforce Registry, participants must fully attend all sessions of a series. Hours will not be recorded in the Registry until the completion of the final session in the training.
  - i. Attendance credit will be credited in Workforce Registry within two weeks of the final session for participants who have completed the entire series.
  - ii. Participants must fully attend each session of a training series, whether virtual or in-person, to continue receiving the Zoom links for all subsequent sessions.
  - iii. Exceptions will not be made for the first session of a series.

Our training offerings are eligible for the ELC Teacher Stipend Program. For more information about the stipend program, visit: <http://www.smcoe.org/ELCstipend>.