



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

ELIGIBILITY

To register for our offerings, you must:

1. Currently work in San Mateo County with ages 0-12 years old
2. Have a profile with the Early Care & Education Workforce Registry and Workforce Registry ID number.

REGISTRATION

1. **Registration is required** through Eventbrite and capacity is limited. Virtual links are not to be shared.
2. Multiple trainings may be scheduled for the same date and time. Registering for events with overlapping sessions is **NOT permitted**.
3. 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.
4. **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 to confirm the cancellation.

ATTENDANCE

1. **Attendance records are tracked.** To receive credit in the Workforce Registry, 100% attendance is required. Partial attendance will not be awarded for series or sessions.
2. **Participants must be on time and present** (logged in 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.
 - a. For virtual sessions access to a screened device is required (i.e. desktop, laptop, tablet, iPad, mobile devices).
3. **Active participation is required** to receive attendance credit, unforeseen circumstances must be communicated to the facilitator of the training through the chat during the session.

EMERGENCIES

1. **In the event of an emergency** contact the facilitator, prior to the training or as soon as possible.
2. **Absences will be considered unexcused if not communicated otherwise.**

PROFESSIONAL DEVELOPMENT HOURS

1. Not all offerings will qualify for professional development hours.
2. Attendance credit will be credited in Workforce Registry within two weeks of the final session for participants who have completed the entire series.

Note: For more information about the ELC Teacher Stipend program, visit: <http://www.smcoe.org/ELCstipend>.