Georgia Training Participant Agreement

Georgia Department of Early Care and Learning (DECAL) administers licensing and registration for child care learning centers, family child care learning homes, and informal care providers. To ensure safe and healthy environments and to improve the quality of services, DECAL requires each employee in a licensed child care learning center or family child care learning home to have ten (10) clock hours of professional development training each year. DECAL, other state agencies, Approved Sponsor Organizations, and Approved Trainers provide this training.

As a participant in DECAL-approved training:

- I understand that I am expected to actively participate in training. Participants in virtual training sessions who are caring for children, or who are attending to other tasks or activities, such as driving or attending personal appointments, may be removed from the session and will not receive a certificate for the session.
- I understand that unprofessional behavior or actions before, during, and after training events will not be tolerated. Unprofessional behavior refers to behaviors such as, but not limited to, behavior that is disruptive, offensive, aggressive, or that negatively affects the learning experience of other attendees. Participants who exhibit unprofessional behavior may be asked to leave the training and will not receive a certificate for the session. Repeated instances of unprofessional behavior may result in additional consequences such as, but not limited to, being ineligible to attend future training sessions.
- I understand that if I arrive late or leave a training session early, the trainer has the right to withhold my training certificate.
- I agree to provide true and accurate information to DECAL, Georgia Training Approval (GTA), Approved Trainers, and Approved Sponsor Organizations.
- I agree to complete training requirements as outlined in registration information or communicated by the Approved Trainer or Approved Sponsor Organization.
- I understand that neither GTA nor DECAL will address concerns about training completion requirements set forth by an Approved Trainer or an Approved Sponsor Organization if the requirements are in alignment with GTA Policies.
- I understand that I may report any unprofessional behavior or actions from Approved Trainers, Approved Sponsor Organizations, or their training staff by submitting a *Training Concern Form* to GTA.
- I understand that Training Concern Forms must be submitted within 60 days of the training event.
- I understand that neither GTA nor DECAL will mediate disputes regarding financial transactions between training participants and Approved Trainers or Approved Sponsor Organizations.

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Printed Name

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Signature

_____

Date