Child Care Center Pre-Licensing Workshops Schedule
January, February and March 2012

City	Date	Days	Location
Williamston	Jan. 10-11	Tues. & Wed.	Childlinks, 224 Green St
Statesville	Jan. 18-19	Wed. & Thurs.	Iredell County Public Library, 201 North Tradd St
Wilmington	Jan. 25-26	Wed. & Thurs.	Northeast Regional Library, 1241 Military Cutoff Rd, Oak Room
Greensboro	Jan. 31-Feb. 1	Tues. & Wed.	Guilford County Child Development, 1200 Arlington St.
Southern Pines	Jan. 31-Feb. 1 **(Cancelled)**	Tues. & Wed.	Sandhills Community College, 3395 Airport Rd, Van Dusen Hall, Room 102, Pinehurst, NC
Durham	Feb. 7-8	Tues. & Wed.	Child Care Services, 1201 South Briggs Ave., Suite 200
Charlotte	Feb. 8-9 **(Full)**	Wed. & Thurs.	Thompson Child & Family Focus, 1645 Clanton Rd.
Asheville	Feb. 21-22	Tues. & Wed.	Smart Start of Buncombe County, 2229 Riverside Dr.
Raleigh	Feb. 29-March 1 **(FULL)**	Wed. & Thurs.	NC Office of State Fire Marshal, 322 Chapanoke Rd, Room 100
Fayetteville	March 7-8	Wed. & Thurs.	Partnership for Children of Cumberland County, 351 Wagoner Dr., Suite 200, Charles Morris Room
Williamston	March 13-14	Tues. & Wed.	Childlinks, 224 Green St
Hickory	March 28-29	Wed. & Thurs.	Sweetwater Early Childhood Education Center, 2110 Main Ave, SE

WORKSHOP DESCRIPTION: The first day of this workshop is a comprehensive review of North Carolina Child Care Requirements and will be helpful to persons who are planning to operate a child care center. The information presented is from the *Child Care Handbook* which is published by the North Carolina Division of Child Development and Early Education. The second day of training will focus on best practices regarding program start-up and operation as it relates to budgeting for quality care. Workshops will begin at 9:30 a.m. and end at approximately 3:30 p.m. Five (5) hours of training credit will be given for each day of training. For religious sponsored programs, the pastor or his/her designee, such as a Board Member, Associate Pastor, or Youth Pastor, who serves in an official church business capacity must attend the workshops. ***These workshops are not designed for potential operators of Family Child Care Homes**.

REGISTRATION INFORMATION: *Pre-registration is required and **each person registering must submit the registration form at the bottom of this page**. **Attendance at each workshop is limited by the size of the facility**. Registrants will be notified (if registration is received seven (7) days in advance of workshop date) by e-mail (if available) or mail of their acceptance prior to the workshop date. If you have not received confirmation prior to the workshop you will need to call and confirm that your registration has been processed.
***The deadline for registration is two (2) weeks prior to the workshop date**.

The fee for each person attending is $150.00, which includes the current Child Care Handbook and other materials (to be distributed at the workshops). Persons who are unable to attend a workshop may transfer registration for a future workshop at no additional cost with three **(3) business days prior notice of the initial workshop date**; **therefore, no registration fee refunds will be given.** For general workshop registration information or to leave a message, call toll free **1-866-607-0095** or email DCD.Prelicensing@dhhs.nc.gov. To speak with a customer service representative, call **1-800-859-0829**. Return the registration form below along with payment (certified check or money order) for the correct amount to:
Division of Child Development and Early Education, Prelicensing Workshop, 2201 Mail Service Center, Raleigh, NC 27699-2201.
NOTE: In case of inclement weather, please call 1-800-859-0829 for workshop cancellations.

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Registration Form for Child Care Center Pre-Licensing Workshop

Name(s) (please print) ____

Address____
STREET **(ONLY) NO P.O. BOX** CITY ZIP COUNTY

Telephone Home (_____) ______________________ Work (_____) ______________________

Fax (______) ______________________ E-mail ______________________

Workshop Location ______________________ Workshop Dates ______________________

Workshop Location (2nd choice) ______________________ Workshop Dates (2nd choice) ______________________

Please check type of payment enclosed:

☐ Certified Check/Money Order (payable to: **Division of Child Development and Early Education, 2201 Mail Service Center, Raleigh, NC 27699-2201**).
I understand and agree that the **Division of Child Development and Early Education** will not be held responsible for any liability, theft, or damage that might occur during this workshop.

AMOUNT ENCLOSED $__________________ **SIGNED** ______________________ **DATE** ______________________