

"An Early Child Care Educator...In the business of building brains."

# STEPS FOR GETTING YOUR WORKSHOP ON DIEEC REGISTRY



Following are the steps to get your workshop listed on our training calendar. Please note this process is dependent on getting your curriculum approved by DIEEC.

## Curriculum Approved

- You will receive a letter of acceptance and a Memorandum of Understanding (MOU) once your curriculum is approved.
- Read letter carefully, sign, and return to DIEEC by mail or scanning.
- Once letter and MOU are returned you may list your workshop on the registry.
- Training can be listed as a Public Workshop or a Private Workshop (not visible to public, invite only via registration link).

## Public Workshop Listing - Steps

- Schedule the training: It is your responsibility to secure location, schedule time, set fee, etc.
- Send training details 30 days prior to event (listed on training details form) to DIEEC.
- Training will be added to registry which will make it available for participants to register.
- Two days prior to training you will receive the attendance sheet.
- The day after the training, fax or scan and email a copy of the attendance sheet.
- If we collected fees for training, send an invoice with attendance sheet that notes number of paid participants.

## Private Workshop Listing - Steps

- Schedule the training: It is your responsibility to secure location, schedule time, set fee, etc.
- Send training details 30 days prior to event (listed on training details form) to DIEEC. Training will be input as "private."
- DIEEC will email private link to whomever is on the form as the contact with a copy to the instructor. Please be sure to check link.
- It's imperative everyone register by date listed in email. An attendance sheet will be sent to instructor two days prior to training date.
- The day after the training, fax or scan and email a copy of the attendance sheet.

There is a limit of three training dates to be posted per quarter for for-profits instructors and/or agencies. The quarters are: January through March, April through June, July through September, and October through December.

You are responsible for providing your own liability insurance and works compensation policy through your organizaion.

For-Profit instructors and/or agencies will be invoiced for payment.