

Workshop Registration Form

Return to: PGCRC, 9475 Lottsford Road, Suite 202
Largo, MD 20774 OR Fax to 301.772.8410
Phone Registration: 301.772.8420, ext. 229



Please check one of the following:

Center Director/Owner
Center Staff
Licensed Family Child Care Provider

Potential Provider
Other: _____

Name (as it should appear on certificate):			
Street Address:			Apt. #
City:	State:	Zip Code:	
Phone:	Alternate Phone:	Email:	

Membership:

In addition to workshop discounts of 10-22%, members that take five workshops can take one 3-hour class for **free!** Membership also counts as a professional activity unit under the Maryland Child Care Credential Program. Plus, you are showing your support for your local Resource Center.

I am a current member of PGCRC. Expiration Date: _____

Sign me up today!

\$30 – Regular membership

\$15 – Each Additional Staff (*list names below*):

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Workshop Title	Date	Cost
Subtotal		
Membership Dues (if applicable)		
Grand Total		

REQUIRED: I have reviewed registration policies (see page 2): Yes No

Make check/money order payable to PGCRC | \$25 fee for returned check | NO CASH PLEASE

OR pay by credit card: Visa Mastercard Discover

Account Number: _____ Expiration: _____

Signature: _____

Registration Policies and Reminders

- Pre-registration and pre-payment are required for all workshops. Confirmation and directions are mailed only if the registration is received at least one week prior to class.
- No cash is accepted; payment may be made by credit card (Visa, Mastercard or Discover), check or money order. Credit cards and money orders the only acceptable forms of payment on the day of a workshop.
- **Registration fees are not refundable** unless a class is cancelled by the Resource Center.
- Transfers are granted only when requested 24 hours in advance.
- Register online, by mail, or telephone by calling 301.772.8420, ext. 229.
- All Resource Center workshops provide MSDE Office of Child Care approved training credits for early education providers.
- Workshops meet high standards, begin on time, and provide the hours of training that is stated on certificates.
- Doors are locked when the workshop begins. Late-comers will not be admitted and no refunds will be given to those who arrive late.
- Workshops are open to anyone who shares an interest in the growth and development of children. The Resource Center's OCC approval numbers are CTO – 150841, CKO -30877 and PSO – 152964.

Inclement Weather

The Resource Center follows **Prince George's County Public Schools** inclement weather policy for closings and delayed openings. If you are scheduled for a workshop and the public schools close for inclement weather, the workshop will be cancelled. We will make every effort to notify those registered for a workshop if there is a change to the schedule. Please make sure that you give us a contact number or email where we can reach you or leave a message. If in doubt, please call the Resource Center at 301.772.8420. Cancellations will be posted on our website, www.childresource.org.