

FALL 2022 PROFESSIONAL DEVELOPMENT WORKSHOPS

REGISTRATION PROCEDURES & POLICIES

- You must be a personal member of MCCA to qualify for member pricing. To confirm your membership number check your card or ask your director.
- Please check our website to see which workshops are full or have been postponed/cancelled.
- Your registration will not be processed unless we have received your completed registration form detailing sessions you would like to be registered for with payment enclosed. We do not invoice for workshops.
- Telephone, faxed registrations and post dated cheques will not be accepted.
- Registration deadline is one day prior to each session unless otherwise indicated.
- Methods of Payment:
Cheque, Visa, MasterCard are accepted. Interac is available for in person registration. If paying by cheque, mail your registration form and payment to:

**Manitoba Child Care Association
2nd Floor, 2350 McPhillips Street
Royal Bank Building
Winnipeg, Manitoba R2V 4J6**

If you are paying by credit card then you must register online. Go to mccahouse.org and click on the professional development button, select workshops, and then click on the link for online registration. Please use Chrome/Firefox as your browser and use a computer, not a cell phone. Please avoid using auto-fill.

- Receipts will be emailed.
- If you are unable to attend a workshop that you have registered for and would like to send someone in your place (must be from the same centre and must be a replacing a member) email Dianne Jones-Pearson before 3:00 pm prior to the workshop at djonespearson@mccahouse.org. Dianne's direct line is 204-336-5065. We require the name and email of the replacement so that the Zoom link, any handouts, and certificate can be sent to the new person attending.
- There are no workshop refunds and this includes if the participant misses the workshop.
- To replace a "Certificate of Participation" the cost is \$10.00.
- Participants for Zoom workshops will receive a certificate of participation via email once 75% of participants have completed the workshop survey. Participants for in-person workshops will receive a paper certificate at the workshop.
- Mark the workshops you have registered for on your calendar as we will not call or send out reminders.
- If enrollment for any workshop is insufficient, MCCA reserves the right to cancel or reschedule it. In such instances, registrants will be notified and the fee refunded.
- In the event that weather prevents a participant (from outside of Winnipeg) from attending a workshop, a workshop credit will be granted if Environment Canada has recommended that a specific highway not be travelled on or is closed. A workshop credit allows the transfer of money from one workshop towards a future workshop and must be used in the same calendar year.
- If a workshop is cancelled due to weather, we will call to advise you the workshop is cancelled.
- We reserve the right to change the workshop location. Registrants will be notified by phone or email.