



## PASE Professional Development Policies and Procedures

### REGISTRATION

Registration takes place on our website ([pasesetter.org/professional-development](http://pasesetter.org/professional-development)) and is managed via Eventbrite. Pre-registration is required for all PASE events. We reserve the right to limit registration: we **cannot guarantee** a spot for walk-ins, and duplicate registrations (participant registered more than once per event) will be automatically canceled.

Once your registration has been processed, you will receive a confirmation email from Eventbrite ([orders@eventbrite.com](mailto:orders@eventbrite.com)). Check your junk or spam box if you do not see the message in your inbox. Please read the entire e-mail for logistics and any special instructions. **If you have registered on someone else's behalf, please forward the email to them.**

**Cancellations:** If you need to cancel, please do so as soon as possible, but with at least 24 hours advance notice, so that we can give your spot to someone on the waitlist. If you have been a “no show” for three or more events, you may be blocked from registering for future events.

**Waitlists:** If an event has reached capacity, you may add your name to the waitlist. Should space become available, you will get an email from Eventbrite that includes a link to register. You must reply within 24 hours to secure your spot.

### ATTENDANCE & DOCUMENTATION

We recommend that you arrive 15 minutes before the scheduled start time for building security process and check in with PASE's reception. If you do not check in or leave early, we may not be able to issue a certificate of completion. **If you arrive late, you may be turned away.**

**Registrant Substitute:** If you would like to replace a registrant with someone else, please call PASE at least 24 hours prior to the event.

**Certificates:** PASE will provide you with a certificate of completion that indicates the event topic, the number of hours completed and the New York State School Age Child Care Regulations met, where applicable. These certificates are provided free of charge at the end of the event. The New York City Department of Health recommends that you make a copy of the certificate for your supervisor and keep the original for your own records. Please refer to the regulations [ocfs.ny.gov/main/childcare/daycare\\_regulations.asp](http://ocfs.ny.gov/main/childcare/daycare_regulations.asp) to understand topics and number of hours needed. All documentation provided by PASE is accepted by the Department of Health as proof of meeting training requirements.

Within 30 days of an event, PASE can replace any certificate that has been lost and/or provide a *Training Completion Letter* in lieu of a certificate at no cost. After the 30-day grace period, there is a \$20 fee.

### MAXIMIZING PROFESSIONAL DEVELOPMENT

In order to make the most of your training experience and to support an effective learning environment, come ready to actively learn about the topic and participate throughout the session. Please bring pen and paper to take notes on strategies and new ideas that will help you in your daily work. As you go through the training, consider how you might be able to use the strategies back at your program site. Think about how you might follow up with other staff and your supervisor once you return to your afterschool program. Remember, training is about continuous improvement so that children and youth receive the best possible programming.

### ABOUT PASE PROFESSIONAL DEVELOPMENT

An investment in high-quality professional development provides wonderful opportunities for afterschool practitioners to revisit their practice, learn new ideas, connect with peers and ultimately strengthen the work they do.

PASE believes that all staff, from teenage youth workers to executive staff, should have on-going professional development that is relevant and engaging. We also believe that professional development should build connections between theory and practice, allowing for a well-rounded learning experience. Finally, professional development should always give afterschool educators new approaches, ideas, activities or beliefs that they can take back to their programs and integrate into their daily work.