Training Registration Policies

1. Registration for training sponsored by Maine Roads to Quality Professional Development Network (MRTQ PDN) must be completed online through the Statewide Early Care and Education Training Calendar at http://ecetrainingcalendar.muskie.usm.maine.edu. Registration is not complete until payment has been verified. Individuals who are unable to access the internet should call MRTQ at 1-888-900-0055 select option #1.

2. Please note that if you are a Registry member, you must use your Registry login to register for training. If you choose to register as a guest, your training participation will NOT appear in your Registry record or on your Professional Development Profile.

3. Preparation for a training, including the ordering of printed materials or the creation of online user names, generally requires several days. For this reason, registration for MRTQPDN training will close five business days in advance of the training start date. Additional registrations will be accepted at the discretion of MRTQ PDN staff and will depend on space available, ability to obtain additional materials, or other logistical factors.

4. Refunds will be given for cancellations made at least five business days in advance of the start of training. After that time, the participant may cancel, but will forfeit the registration fee. To cancel a registration and request a refund, please call MRTQ at 1-888-900-0055, select option #1.

5. Due to the high demand for MRTQ training, we must limit registration to five staff members per program. (For multi-site programs, each site will count as one program.)

6. In the event of enrollment of fewer than six participants, MRTQ will cancel the training. All registered participants will be notified by phone and will receive a full refund.

7. For face-to-face training, in the event of inclement weather, participants should call MRTQ at 1-888-900-0055 and select option # 1 for training information. Cancellation information will be recorded by 3pm for weekday trainings and 6am for Saturday trainings. Cancellations will also be posted on the MRTQ Facebook/Twitter pages. A make-up day will be scheduled after consulting the schedule of the trainer, MRTQ, and the training venue.

8. For information about the Maine Roads to Quality Registry Membership Privacy Policy, visit: http://muskie.usm.maine.edu/maineroads/pdfs/MRTQMembershipPoliciesforWeb.pdf

9. The University of Southern Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equity & Compliance, 209 Deering Avenue, Portland campus, 207-780-5510.

10. In most cases, the trainers delivering MRTQ PDN training are hired as subcontractors and are not employees of the University of Southern Maine and MRTQ. Questions regarding MRTQ policies or procedures should be directed to MRTQ staff at 1-888-900-0055, dial option #1. If, during the course of a training, a participant has concerns about the trainer or the training delivery, they are encouraged to contact MRTQ at the number listed above or to email pamela.soucy@maine.edu.

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