




How to Register for a Class

1. Login to your account at: <https://training.agendaforchildren.org/checkoutsignin.cfm>.
Note that if you are trying to register for classes from a smart phone, you have to choose the Full Version option from the main screen (training.agendaforchildren.org) in order to actually register for classes.
2. Click on **Course Search**. This will bring you to the course search page.
3. You can search by:
 - Session (month)
 - Category (e.g. "Foundational Learning-Class A", "Foundational Learning-Class B", "Health and Safety", et cetera.)
 - Locations
 - Day of Week
 - or Start Dates.

If you leave all of the fields blank, it will turn up every class.

4. It will bring up a list of all the classes that meet your search criteria, including information about the location, session, dates, times, days, fees and whether registration is currently available:

[ABOUT](#) [EDUCATORS](#) [FAMILIES](#) [BUSINESS](#) [KIDS COUNT!](#) 

Agenda for Children Training [Cart](#) [Sign Out](#)

Account: Teresa Falgout

Course Search

Calendar View

My Account



SEARCH RESULTS

Click on Title or Dates column label to change sort

Title/Facility	Session	Dates	Times	Days	Fee	Status
NEW CPR & First Aid Houma-St. Lucy Day Care & Child Development Cntr.	April 2015	4/11/15 4/11/15	9:00 AM 5:00 PM	Sa	\$ 60	Registration Available
NEW Developmentally Appropriate Practice for Infants/Toddlers Gretna-Kennedy's Child Care Academy	April 2015	4/01/15 4/01/15	6:15 PM 9:15 PM	W	0	Registration Available
NEW Developmentally Appropriate Practice for Infants/Toddlers Thibodaux-Little Angels Developmental Center	April 2015	4/18/15 4/18/15	9:00 AM 12:00 PM	Sa	0	Registration Available
NEW Developmentally Appropriate Practice for Infants/Toddlers Livingston Parish Library - Main Branch	April 2015	4/25/15 4/25/15	9:45 AM 12:45 PM	Sa	0	Registration Available
NEW Developmentally Appropriate Practice for Preschoolers Livingston Parish Library - Main Branch	April 2015	4/11/15 4/11/15	9:45 AM 12:45 AM	Sa	0	Registration Available
NEW Developmentally Appropriate Practice for Preschoolers Gretna-Tonytown/Gretna Head Start	April 2015	4/18/15 4/18/15	9:45 AM 12:45 PM	Sa	0	Registration Available
NEW Developmentally Appropriate Practice for Preschoolers Thibodaux-Little Angels Developmental Center	April 2015	4/18/15 4/18/15	1:00 PM 4:00 PM	Sa	0	Registration Available

- Click on the course title or **Registration Available** to see the full workshop description and register for the class.

Account: Teresa Falgoust

NEW OFFERING

Developmentally Appropriate Practice for Infants/Toddlers

In this workshop, participants will discuss developmentally appropriate infant and toddler environments and how to impact engagement and learning with each individual child in that environment. Appropriate expectations will be discussed, along with methods for maintaining these expectations in the environment. CDA (Classroom Quality Assessment) will be discussed, along with Social & Emotional Development (Area 3); Child Growth & Development (Area 2);

Status	Registration Available
Course ID	FLA-DAPIT
Section ID	IV-041815
Session	April 2015
Category	Foundational Trainings - Class A
Days	Sa
Dates	4/18/15 - 4/18/15
Times	9:00 AM - 12:00 PM
# of Hours	3
Available Slots	20
Location and Map Link	Thibodaux-Little Angels Developmental Center, Non Applicable 221 Leighton Road Thibodaux , LA 70301

Course Prerequisites	None
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Fee(s)	0 Workshop Fee
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Please select the name of the person who will be attending this course:

[Need to register for someone else? Click here](#)

[Back](#) [Add to Cart](#)

Category tells you if a class is
 *Foundational-Class A FREE for FCC and Class A center staff
 *Foundational-Class B \$10 for Class B centers
 *Fee-Based
 *Health & Safety

Available Slots tells you how many spots are left.

Status lets you know if registration is available, closed, or if there is a wait list.

Click on the **Location** to access a Google Map of the location.

The **Fees** section tells you how much the class costs. Any other fees will also be listed here.

Use this option to enroll other people in a class. **READ THE IMPORTANT NOTE BELOW!**

Registering other people: You may have the option at the lower right-hand corner to use a drop-down menu to choose which staff members you would like to enroll. If you are the only person associated with the account, your name will be the only one listed. **If you are a director and have staff that have taken a class since July 2014, we can add them to your account! Just email trainings@agendaforchildren.org with YOUR name and the names of all of the staff members you would like added to your account.** If your staff have taken classes with us since July 2014, it means that they already have accounts in our system. If you choose the **Need to register for someone else? Click here** option instead of emailing us, that person will then have TWO accounts, which means that their transcripts won't be accurate.

- To register for the class, scroll down and click on **Add to Cart**.

Fee(s)

0 Workshop Fee

Please select the name of the person who will be attending: Falgoust, Teresa

Need to register for another class? Click here

Back **Add to Cart**

- If you want to sign up for other classes, go back to **Course Search** to add other classes to your cart. If you don't want to sign up for any other classes, click the **Checkout** button. *If you are signing up for a Foundational Training for Class A centers and family child care providers, you will be prompted to enter your program's TIPS # to verify that you are eligible to take the class. After you enter it once, it will just prompt you to verify the number next time you register. Once you enter your TIPS #, click the **Next** button.* The next screen will let you review your order before you place it.

Course ID SectionID	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
FLA-DAPIT III-042515 remove	Developmentally Appropriate Practice for Infants/Toddlers Falgoust, Teresa 4/25/15 - 4/25/15 9:45 AM - 12:45 PM Days: Sa Workshop Fee	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
				\$ 0	\$ 0.00

I have read and accept the terms and conditions of the Refund Policy. **Place Order** **Cancel**

- Check the box next to "I have read and accept the terms and conditions of the refund policy." and click the **Place Order** button.
- You will receive a confirmation email from trainings@agendaforchildren.org in a few minutes. You can also use the **Print Receipt** button to print a copy for your records.

REFUND POLICY

All cancellations, substitutions, and reschedule requests must be made in writing via email to Agenda for Children at customerservice@agendaforchildren.org or via fax to 504-586-8522. Before a program begins, Agenda incurs substantial administrative costs related to your registration. We have wait lists for many of our classes, so it is VERY helpful if you let us know if you will not be able to attend a workshop that you registered for.

If you need to cancel your registration for a fee-based workshop, please be advised that you will receive a refund of 75% if you cancel your registration more than 14 days before the class start date. If you cancel 14 or fewer days before a class, you cannot receive a refund. However, an organization may substitute a colleague for the original registrant up to two days prior to the start of the workshop at no charge; this substitution should be made in writing.

Program registrants who fail to attend ("no show") with no notification will be charged the full program cost.

All remaining funds must be used within 12 months of the date of transfer or cancellation.