

# On-Site Professional Development Training Agreement



This agreement has been made between: \_\_\_\_\_ (presenter) and  
\_\_\_\_\_ (venue/child care provider).

Training Title: \_\_\_\_\_

Training Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Training Location: \_\_\_\_\_

1. **The venue will return this signed agreement at least two (2) weeks prior to the scheduled on-site training.**
2. There is a minimum requirement of five (5) participants for all on-site trainings.
3. **To receive credit for this training all participants must register on [www.NJCCIS.com](http://www.NJCCIS.com) at least 24 hours prior to the training.** Certificates are not provided. If a participant is not registered through NJCCIS, they will not receive credit.
4. Free to providers:
  - a. Trainings to assist **enrolled** Grow NJ Kids (GNJK) providers to achieve a Quality Rating
  - b. Trainings to assist providers to meet CCDBG requirements (except CPR/First Aid).
5. Fees for a two-hour training by a Child Care Resources instructor:
  - a. \$10 per participant, not to exceed \$250, or forty (40) participants
  - b. If there are two (2) Trainings on the same day a discounted fee of \$15 per participant will be applied.
  - c. Fees for requests exceeding the capacity of 40 participants will be determined on an individual basis.
6. Fees for trainings provided by Child Care Resources staff can be paid in cash or check made payable to Child Care Resources.
7. Should a training topic require a content specialist consultant, a fee will be determined and agreed upon between Child Care Resources and the consultant.
8. **The Venue: One week prior** to the scheduled on-site training the venue will provide an estimated number of participants and full payment. Content specialist consultant fees can be paid directly to the consultant.
9. **The Presenter: One week prior** to the scheduled on-site training the presenter will contact the venue about the use of a laptop/projector/screen/dvd player or another reasonable accommodation for their training.  
The presenter will not be held liable for any damage to the equipment provided by the venue.
10. The venue agrees to prevent broadcast, recording or reproduction by any means of the Training presentation.
11. Cancellation of Training: The above on-site training may be cancelled by the venue or presenter upon reasonable notice of **one week** to the other party, and all parties shall be released of liability. All parties shall be exempt of presenting or hosting the agreed upon Training in the event of an emergency due to, but not limited to, illness or accident, regulations of public authorities, interruption of transportation or weather due to closing of school/agency. In the event of an emergency on the day of the event, please contact Christine Boffa or [cboffa@ccrnj.org](mailto:cboffa@ccrnj.org) 732-918-9901 ext. 119. The venue and presenter are responsible for rescheduling the event and will make every reasonable attempt to reschedule the event for a mutually agreed upon date.
12. This agreement represents full understanding of both parties.

Presenter Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Presenter Email: \_\_\_\_\_

Presenter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Expected Number of Participants: \_\_\_\_\_ \*Total fee for this Training is: \$ \_\_\_\_\_