



## ADMINISTRATIVE TRAINING SERIES

A 15-hour administrative training series is being offered by the MSUE-4C. If you presently administer a child care program, run a child care group home, or are a child care staff person interested in becoming a director, this is the training for you!

- WHEN:** Fridays, March 20 and 27, 2009 8:00 a.m. Registration – 5:00p.m.
- WHERE:** VerKuilen Building, **Assembly Rooms**, 21885 Dunham Road, Clinton Township, MI 48036
- COST:** \$150.00 (\*1.5 CEUs are included\*; and breakfast, lunch and a resource book will be provided)

**REGISTRATION DEADLINE:** March 13, 2009

- TRAINING COMPONENTS:**
- ◆ Program Foundation/Administering Children’s Programs
  - ◆ Recruitment and Hiring of Staff
  - ◆ Training and Staff Development

Training hours may be applied toward CDA, NAFCC and licensing requirements. A certificate will be awarded to those who actively **participate & complete all 15 hours of training. Partial certificates will not be given!**

**\*CEUs will be available on the LAST day of training to participants who actively participate & complete all 15 hours\***. Class size is limited and **pre-registration is required**.

To register for the **Administrative Training Series**, complete the registration form below, make check payable to MSUE, attach it to your registration form and mail both to: MSU Extension-4C, Attn: Training Registration, VerKuilen Building, 21885 Dunham Rd., Suite 12, Clinton Township, MI 48036 or register in person. **PHONE REGISTRATIONS WILL NOT BE ACCEPTED. A \$25 FEE WILL BE CHARGED FOR RETURNED CHECKS. You will be contacted to confirm your registration.**

For more information call Sabina Turner at 586-493-5741 or 469-6993

Keep the above information and return this portion with your check.

### ADMINISTRATIVE TRAINING SERIES

March 20 and 27, 2009 ◆ VerKuilen Building, Senior Auditorium

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Site & Phone \_\_\_\_\_

I am a:  Group Child Care Provider  Group Child Care Staff  Center Administrator  Child Care Center Staff  
 Other \_\_\_\_\_

I give Macomb County/MSU Extension the absolute right and permission to use my photograph/name in its promotional materials and publicity efforts. I understand that my photograph/name may be used in a publication, print ad, direct mail piece, electronic media or other form of promotion. I release Macomb County/MSU Extension service, the photographer, their officers, employees and agents from liability for any violation of any personal or proprietary right I may have in connection with such use.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt # \_\_\_\_\_

Check # \_\_\_\_\_

4C is a program of the Macomb Michigan State University Extension and the Macomb County Board of Commissioners. This program is funded in whole or in part by the Early Childhood Investment Corporation (ECIC). Macomb Michigan State University Extension programs and materials are available to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family

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