



## Enrollment Policy

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 <https://ececaldarmaine.org>. 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 #2.
2. Registration for MRTQ PDN training will close five business days in advance of the training start date. Additional registrations may be accepted at the discretion of MRTQ PDN staff and will depend on space available or other logistical factors.
3. 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 #2. Participants cannot be swapped out for another if there is a waiting list or once the training has started.
4. 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.
5. 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.
6. For face-to-face training, in the event of inclement weather, participants should call MRTQ at 1-888-900-0055 and select option # 2 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.
7. Maine Roads to Quality Registry Membership Privacy Policy can be found on the website under the Registry tab.
8. 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 #2. 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 [mrtq.training@maine.edu](mailto:mrtq.training@maine.edu)
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.