

Registration Requirements:

To ensure a smooth experience for all participants, BCCS will be implementing the following registration requirements for Zoom participants:

- Each participant must register for the Orientation date of their preference using their own email. The link for the Zoom meeting will be provided to the email used for registration.
- Providers must be registered for the training and complete the Pre-Service Orientation Quiz in order to receive a Certificate of Completion.
- Registration is limited and is made available on a first come first serve basis.
- Please do not register as a group or share devices, as we anticipate attendance based on the registration.
- Please do not use the same email to register multiple participants.
- Please be prompt as late entry will not be permitted.

Pre-Service Orientation Certificate:

BCCS will be implementing new measures to enhance the efficiency and streamline our processes for the issuance of the Pre-Service Orientation Certificates:

- The submission of a Pre-Service Orientation Validation Form will no longer be required.
- **In order to receive a Certificate of Completion, child care providers must complete the Pre-Service Orientation Quiz, which will be provided during the training sessions.**
- The Pre-Service Orientation Quiz will only be accessible to registered participants for the duration of the training sessions.
- All child care providers who fail to complete the Pre-Service Orientation Quiz during the training session will not be issued a Certificate.
- The Certificate of Completion will be issued to each attendee via email, upon completion of the Quiz. Certificates will be sent to the email used to register for the Zoom webinar.
- A hard copy of the Certificates will be available for pickup at the BCCS Office located at 130 Castle Mall University, Suite 15 Mangilao, Guam 96923.

CCDF Non-compliance:

Child care providers under CCDF who have not completed the CCDF Pre-Service Orientation requirement will be subject to non-compliance and will result in the issuance of a Letter of Warning and potential revocation of the CCDF Certification for your child care program. Revocation of CCDF Certification may result in discontinued CCDF subsidy payments, and disqualification from professional development and grant opportunities.

Should you have any questions or need more information, please contact the Bureau of Child Care Services' *Education Training Professional Development & Outreach (ETPDO) Section* at 671-735-7256 or email childcare@dphss.guam.gov.