

Center Trainer Manuals (CTM) Request Form

Return *completed* form by email to: iefaxes@palmbeachstate.edu or
by fax to 561-868-7042

Manuals must be picked up at least 10 business days prior to first date of training. Manuals are checked in and checked out by appointment only (Monica Walley will contact you within 48 hours of receiving this form to schedule the check out of your requested manuals).

Site Name: _____ Email: _____

Phone: _____ Fax: _____

Center Trainer: _____	Registry ID: _____
1 st CTM Requested: _____	
Date of Training: _____	Time of Training: _____

Center Trainer: _____	Registry ID: _____
2 nd CTM Requested: _____	
Date of Training: _____	Time of Training: _____

The undersigned agrees that he/she will:

- Allow an IEECE staff member to observe the delivery of CTMs as necessary (will be scheduled in advance).
- Not sell or otherwise transfer the manual being made available and pledge or hypothecate it.
- Either replace or pay the value of any lost or damaged materials.
- Meet with Monica Walley at the IEECE to review manual content and assessments upon CTM check out.
- Return the manual to Monica Walley at the IEECE within **two weeks (10 business days)** from the date of last training.

In order for these trainings to be considered Registry approved, this request form must be submitted at least 10 calendar days prior to the first training date and **the manuals must be returned with the Center Trainer Manual sign in sheets and completed Director Feedback forms within 2 weeks (10 business days) of the final day of training.**

The CTMs must be approved and delivered in a series of 2, with both CTMs completed within 30 calendar days.

All participants must attend both sessions to be given credit.

Center Trainer Signature: _____ Check out date: _____

Center Trainer Signature: _____ Check in date: _____



Institute of Excellence
in Early Care and Education

Institute of Excellence in Early Care and Education
Palm Beach State College
812 Fern St.
West Palm Beach, FL 33401
Ph.: 561-868-3695 Fax: 561-868-7042

