



Learner Record Management

Policy:

It is the policy of Child Care Training Consultants, LLC to maintain current and complete learner records that include attendance information, satisfactory completion of all CEU approved programs and are provided to the learner upon request and contain information on all Child Care Training Consultants sponsored CEU events. In addition, it is an essential element of the CEU program to maintain learner privacy.

Process to maintain learner privacy:

The Child Care Training Consultants, LLC maintains detailed records for all learners that participate in learning events with CEUs. Learner records are the property of Child Care Training Consultants, LLC and are considered confidential. Access to the information they contain is restricted to Child Care Training Consultants, LLC.

Child Care Training Consultants, LLC will release learner information only directly to the learner directly following the learning event and at the learner's request.

To protect learner privacy, the Child Care Training Consultants, LLC will not release information to a third-party, even at the request of the learner.

CEU records are made available to the learner using a unique username and password to ensure that only the learner has access to his/her information.

Learner Management System Records

LMS Records Management Process:

The Child Care Training Consultants, LLC is responsible for updating CEU Attendance Verification Form, maintaining the records (physically and electronically), and issuing Transcripts and Certificates of Completion.

Learners who fail to follow proper CEU procedures will not be awarded CEUs. If attendance is improperly verified, the CEUs will be voided, and attendee(s) will not receive CEUs. The LMS system generates a certificate of completion with successful completion of the assessment, with 100% for distant learning/online. In-person and virtual/blended learning receive a certificate of completion with successful participation of a course that is presented by the instructor, Dr. Theresa Vadala.

Learners will be informed of the proper CEU procedures to follow to earn CEUs prior to the event in promotional material and at the event on the CEU Attendance Verification Form and at the beginning of each session.

In the event a learner has not met the requirements to earn CEUs, they will be notified electronically via email.

Original attendance verification documents will be maintained. If Child Care Training Consultants, LLC does not possess the original attendance verification document, Child Care Training Consultants, LLC cannot issue an official transcript to the participants. The Child Care Training Consultants, LLC is responsible for maintaining these documents.



Learner CEU Records

Child Care Training Consultants, LLC is required to maintain the CEU records for each learner for a minimum of five (7) years. The information captured will be the following:

Learner Information

Name

Address

Email address (if sending via email)

Attendee ID # and/or Member ID #

Event Information (if applicable)

Name

Location (City & State)

Facility

Date(s)

Session Information

Date(s)

Name

Number of CEUs Earned

The Child Care Training Consultants, LLC will manage a secure database that will house all CEU transcript information for a minimum of (7) seven years. This database is stored in in the LMS through a private web designer company.