



SCDSS Child Care Conference Training Credit

Center for Child Care Career Development

Instructions for Conference Participants

The Center for Child Care Career Development (CCCCD) has listened to the issues surrounding social security numbers and identity theft. A new procedure has been developed to ensure privacy and accuracy of training documentation.

1. You have received a *Conference Attendance Form* to document the sessions you take at this event. You must fill out all required information at the top of the form.
2. For each session you attend, you will receive a bar code label at the end of the training.
3. Place the label on your *Conference Attendance Form* to document your attendance.
4. At the end of the conference, return this form to the designated drop-box at the conference registration area or designated area.
5. If the conference continues for several days, you may either turn in your form each day, or keep your form to add sessions each day you attend. Keep in mind that individual forms mailed to CCCCCD **will not** be accepted, nor will lost forms be credited.

For future conferences, you may also download a *Conference Attendance Form* from our website at www.sc-cccd.net. Just click on the Transcripts link, log in, and click on the Conferences link to view available conferences. Choose the conference you plan to attend and print your individualized form. This form will contain all of your personal information within a bar code so it will no longer be necessary to provide this data every time! **Pre-printed, individualized forms will also be priority processed upon receipt to CCCCCD.**

Center for Child Care Career Development
South Carolina Child Care Training Registry
PO Box 5616
Greenville, SC 29606-5616
Toll free 1-866-845-1555