



# On-Site Training Cost + Requirements

Bring high-quality PD to you, on your schedule!

*Presented by the Professional Development Program at Action for Children*

On-site training is a great way to provide high-quality professional development for your entire team. Your staff will gain shared understandings they can implement program-wide, and build rapport by learning together. The professional development team at Action for Children is ready to work with you to meet the unique needs of your program and staff.

Costs	Private On-Site
Coordination fee, per day of training (non-refundable)	\$110.00
Instructor fee, per hour of training + \$48.75 setup fee	\$65.00 per hour of training + \$48.75 setup Fee
Per participant fee, paid online at time of registration	Variable (typically ranging from \$0 to \$20)

## Please keep in mind:

1. Some professional development offerings require us to limit the number of participants. Your Action for Children contact will inform you if this is the case.
2. Participants must register 72 hours prior to the training date. We cannot guarantee credit hours for participants registered after that point.
3. Participants must attend and actively participate throughout the training to receive credit.
4. Private on-site professional development is subject to the availability of instructors.
5. Requests for private on-site professional development should be made at least four weeks in advance of the desired date of the event. Requests made with less time are not guaranteed.
6. If necessary, participants must complete any prerequisites no less than one week before the training date so AFC staff can verify completion.

## Site requirements:

1. Action for Children will travel to any licensed child care program (or other space you reserve such as a library) in Franklin, Fairfield, Pickaway, Madison, Union, Delaware, or Licking County.
2. We need a staff member from host site to be present to assist with set up/coordination, Wi-Fi connectivity, etc.

3. The training space needs to be able to comfortably accommodate all participants so they can participate fully (e.g. taking notes, working in groups, and moving around as necessary).
4. Instructors need the training space for 30 minutes before the session for set-up (no children in the space), and about 15 minutes afterwards for breakdown which is charge by the hour. Additional costs may apply if extended set-up time or special accommodations.
5. Only training participants may attend. Children may not accompany participants.

## **Ready to schedule?**

[Complete the Onsite Training Request Form.](#)

If you have any questions, please contact  
[pd@actionforchildren.org.](mailto:pd@actionforchildren.org)