

RSS DASHBOARD

HOW TO SUCCESSFULLY MANAGE CHILD SESSIONS

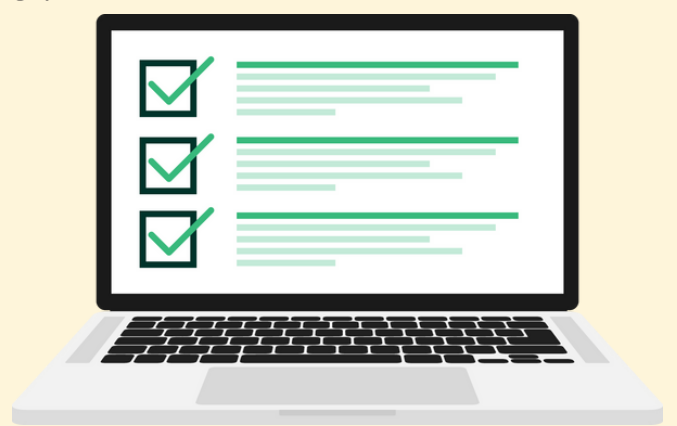


Submit 14 days prior to session
Plan ahead-a fully completed child application needs to be submitted no later than 14 days prior to your session.

Planning Form

Must be complete and include:

- Mitigation table
- Objectives
- References



Current disclosures
Disclosures must be current through the date of your activity.

FYI -- scan through upcoming sessions for expired disclosures.

Upload all forms

- Upload planning form
- approval documents for additional approved credits
- flyers/brochures used to advertise session
- add a planner form (if needed)



Date Changes / Cancellations
We will do our best to accommodate your date change if we are able to!
Reminder: if you do not notify us that your session date/time has changed, the texting code will not work!

Contact averacontinuingeducation@avera.org with questions.