<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td>Orientation, 6:00 PM</td>
</tr>
<tr>
<td>August 30</td>
<td><strong>A Person and A Professional</strong>&lt;br&gt;This workshop helps participants develop awareness and understanding of themselves as individuals and members of a profession.</td>
</tr>
<tr>
<td>September 6</td>
<td><strong>Communicating and Collaborating</strong>&lt;br&gt;This workshop helps participants develop awareness of the importance of working in collaboration with other adults in many different roles on behalf of children and their families.</td>
</tr>
<tr>
<td>September 13</td>
<td><strong>The Ethical Practitioner</strong>&lt;br&gt;In this workshop you become familiar with the Code of Ethical Conduct and have an opportunity to apply the ‘Code’ to ethical dilemmas and issues that professionals encounter in their work with children, families, programs, and the community.</td>
</tr>
<tr>
<td>September 20</td>
<td><strong>Learning About Yourself Capstone</strong>&lt;br&gt;At this workshop you will turn in your Professional Portfolio assignment and take the knowledge assessment.</td>
</tr>
<tr>
<td>September 27</td>
<td><strong>Understanding Families</strong>&lt;br&gt;You will learn about the importance of appreciating all kinds of families and building relationships with a variety of people whose values, lifestyle, and concerns may be quite different from your own.</td>
</tr>
<tr>
<td>October 4</td>
<td><strong>Working with Families</strong>&lt;br&gt;Learn how to establish and maintain open, friendly, and cooperative relationships with families. This workshop includes how to create communication systems that ensure a regular and positive exchange of information between families and staff, and how to conduct a positive, productive parent conference.</td>
</tr>
<tr>
<td>October 11</td>
<td><strong>Working with Children with Special Needs and Their Families</strong>&lt;br&gt;This workshop helps participants develop awareness of and beginning skill in some of the strategies that are needed in working with families of young children with special needs.</td>
</tr>
<tr>
<td>October 18</td>
<td><strong>Learning About Families Capstone</strong>&lt;br&gt;In this workshop learn more about community resources for families, review the unit, turn in your assignment, and take the knowledge assessment.</td>
</tr>
<tr>
<td>October 25</td>
<td><strong>Learning to Observe</strong>&lt;br&gt;In this workshop you learn about the uses and the importance of observation in your work with children and families.</td>
</tr>
<tr>
<td>November 1</td>
<td><strong>Learning to Write Descriptions</strong>&lt;br&gt;This workshop provides you with practice in writing clear, objective, vivid descriptions. You learn about the importance of suspending judgments until you have adequate information with which to make meaningful interpretations about a child’s development.</td>
</tr>
<tr>
<td>November 15</td>
<td><strong>Assessing Children</strong>&lt;br&gt;Learn about authentic assessment of young children, a variety of systematic observation methods and survey a number of different standardized instruments for evaluating the developmental status of young children.</td>
</tr>
<tr>
<td>November 22</td>
<td><strong>Learning About Children Capstone</strong>&lt;br&gt;In this workshop you hear all about the children that the participants have observed and review the content of this unit. Also, you take the knowledge assessment &amp; turn in the assignment for the unit.</td>
</tr>
<tr>
<td>November 29</td>
<td><strong>Yesterday (Historical Roots and Present Day Influences)</strong>&lt;br&gt;This workshop helps participants develop awareness of how people and events in the past have influenced current programs and practices.</td>
</tr>
<tr>
<td>December 6</td>
<td><strong>Today (The Field and Current Status)</strong>&lt;br&gt;In this workshop participants learn about the scope of the early childhood education and care field and become aware of issues in early childhood education and care.</td>
</tr>
<tr>
<td>December 13</td>
<td><strong>Tomorrow (Career Development)</strong>&lt;br&gt;In this workshop participants learn about future directions for the field of early childhood education and care and become aware of new developments that will impact their careers.</td>
</tr>
<tr>
<td>December 20</td>
<td><strong>Learning About the Field Capstone</strong>&lt;br&gt;In this workshop you hear all about the programs that participants have visited and worked in and review the content of this unit. You also turn in your assignment and take the knowledge assessment for the unit.</td>
</tr>
</tbody>
</table>

The workshops will run over Zoom. Please register five days in advance of the session to receive the Zoom link. Workshop handouts and resources will be posted in Laulima. 
Tuition: $30 per workshop
No workshop on November 8, 2022, Election Day.
Registration is due five (5) days before the date of the workshop.

Possible Funding Source
The Department of Labor and Industrial Relations (DLIR) offers Employment & Training Funds (ETF) that will pay tuition. The application is completed by the employer and employee. Email the PACE office for application forms. Registration is by units only. ETF applications are due two weeks prior to the beginning of the workshop units. [http://labor.hawaii.gov/wdd/home/employers/etf/](http://labor.hawaii.gov/wdd/home/employers/etf/)
About PACE

The Professional And Career Education program is a non-credit to credit teacher training program offered in the community. The courses offered through the PACE program are the same early childhood education credit courses offered at Honolulu Community College.

The six courses offered through PACE are:
1. ECED 105 Introduction to Early Childhood Education
2. ECED 110 Developmentally Appropriate Practices
3. ECED 131 Early Childhood Development
4. ECED 140 Guiding Young Children in Group Settings
5. ECED 152 Early Literacy Development
6. ECED 170 Introduction to Working with Infants and Toddlers

It is recommended for those with no prior college experience to start with ECED 110.

PACE Program Orientations

Orientations will take place the week before workshops begin. Please check the workshop schedules for specific dates. Orientations are optional, highly recommended and free. Textbooks and assignment packets are available for purchase online from the Honolulu Community College (HonCC) Bookstore. Online ordering opens 8.1.2022. Please check the website for the HonCC Bookstore hours, https://www.bookstore.hawaii.edu/hcc/.

Attendance

You must pay in advance to attend the workshop, for the workshop to count towards credit, and in order to receive a certificate.

Prompt attendance is important. Participants must be present for the three hours to receive a certificate. A late participant may stay for a workshop, but will not receive a certificate.

Tuition will not be refundable.

Participant Conduct Code

Academic Integrity

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in expulsion from the University (PACE Workshops). Cheating includes, but is not limited to:

• giving or receiving unauthorized assistance during an examination;
• obtaining unauthorized information about an examination before it is given;
• using inappropriate or unallowable sources of information during an examination;
• altering the record of any grade;
• altering answers after an examination has been submitted;
• falsifying any official University record; or
• misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to:
• submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual’s work without attributing that borrowed portion to the individual;
• neglecting to identify as a quotation another’s idea and particular phrasing that was not assimilated into the student’s language and style or paraphrasing a passage so that the reader is misled as to the source; or
• submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved.

Participant Conduct

PACE participants are expected to behave in a manner that is respectful of the PACE instructors and other participants. Participants who behave in ways which are determined by the PACE instructors to be disruptive or inappropriate may be asked to leave the workshop and will not receive credit for attendance or a refund.

Cell Phone Use

During class, please turn off cell phones to vibrate or silent and return calls during the break. Please do not text message or play cell phone games during the workshop.
Workshop Registration Form
Fall 2022

ECED 105 Introduction to Early Childhood Education

Mr.  Ms.  Name: ____________________________________________

Birth date: ________________________________

Address: ____________________________________________ City: __________________________ Zip: ___________

Employer: ________________________________ Home/cell ph: ____________ Work ph: ____________

E-mail address: ____________________________________________________________

Check which workshop(s) you are registering for.

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop Title</th>
<th>Course Code</th>
<th>Cost</th>
<th>*Register by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23</td>
<td>105 Orientation, 6:00 PM</td>
<td>EDU 8100-016</td>
<td>Free</td>
<td>8/15</td>
</tr>
<tr>
<td>8/30</td>
<td>105 A Person &amp; A Professional</td>
<td>EDU 8109-016</td>
<td>$30</td>
<td>8/23</td>
</tr>
<tr>
<td>9/6</td>
<td>05 Communicating &amp; Collaborating</td>
<td>EDU 8110-016</td>
<td>$30</td>
<td>8/29</td>
</tr>
<tr>
<td>9/13</td>
<td>105 An Ethical Practitioner</td>
<td>EDU 8111-017</td>
<td>$30</td>
<td>9/6</td>
</tr>
<tr>
<td>9/20</td>
<td>105 Learning About Yourself Capstone</td>
<td>EDU 8112-016</td>
<td>$30</td>
<td>9/13</td>
</tr>
<tr>
<td>9/27</td>
<td>105 Understanding Families</td>
<td>EDU 8105-017</td>
<td>$30</td>
<td>9/20</td>
</tr>
<tr>
<td>10/4</td>
<td>105 Working with Families</td>
<td>EDU 8106-016</td>
<td>$30</td>
<td>9/29</td>
</tr>
<tr>
<td>10/11</td>
<td>105 Working w/Children w/Special Needs</td>
<td>EDU 8107-017</td>
<td>$30</td>
<td>10/4</td>
</tr>
<tr>
<td>10/18</td>
<td>105 Learning About Families Capstone</td>
<td>EDU 8108-016</td>
<td>$30</td>
<td>10/11</td>
</tr>
<tr>
<td>10/25</td>
<td>105 Learning to Observe</td>
<td>EDU 8101-019</td>
<td>$30</td>
<td>10/18</td>
</tr>
<tr>
<td>11/1</td>
<td>105 Learning to Write Descriptions</td>
<td>EDU 8102-017</td>
<td>$30</td>
<td>10/25</td>
</tr>
<tr>
<td>11/15</td>
<td>105 Assessing Children</td>
<td>EDU 8103-017</td>
<td>$30</td>
<td>11/7</td>
</tr>
<tr>
<td>11/22</td>
<td>105 Learning About Children Capstone</td>
<td>EDU 8104-017</td>
<td>$30</td>
<td>11/15</td>
</tr>
<tr>
<td>11/29</td>
<td>105 Yesterday</td>
<td>EDU 8113-016</td>
<td>$30</td>
<td>11/18</td>
</tr>
<tr>
<td>12/6</td>
<td>105 Today</td>
<td>EDU 8114-016</td>
<td>$30</td>
<td>11/29</td>
</tr>
<tr>
<td>12/13</td>
<td>105 Tomorrow</td>
<td>EDU 8115-016</td>
<td>$30</td>
<td>12/6</td>
</tr>
<tr>
<td>12/20</td>
<td>105 Learning About the Field Capstone</td>
<td>EDU 8116-017</td>
<td>$30</td>
<td>12/13</td>
</tr>
</tbody>
</table>

Total = __________

☐ Registering on a purchase order or invoice, number ____________________________

☐ Check enclosed. Make checks payable to: University of Hawai‘i

Mail this registration form with payment to:
Non-credit Registration
Honolulu Community College
874 Dillingham Blvd.
Honolulu, Hawaii  96817

Or fax this form with a purchase order or invoice to: 845-3767.

Non-credit Registration: 845-9296

Online registration: Opens June 1, 2022
VISA, MasterCard, Discover
https://pcatt.org/pace/

When paying on-campus in cash, exact change only!
How to Register

Registration is required for all PACE workshops. Workshops are $30.00 each. The orientation sessions are free.
The Non-Credit Registration office is located at Honolulu Community College, Building 2, fifth floor, room 507.
Office hours are Monday to Friday 8:00 AM to 4:00 PM, closed 11:30 to 12:30 daily and on holidays.

When paying on-campus in cash, exact change only!

Mail the registration form with payment to:
Non-credit Registration
Honolulu Community College
874 Dillingham Blvd.
Honolulu, Hawai‘i 96817-4598
Make checks payable to: University of Hawai‘i
If a check is dishonored by the bank, the participant will be assessed $25.00.

Fax purchase orders only to: 845-3767

Online Registration (credit card/debit)
VISA, MasterCard, Discover
http://pcatt.org/pace/index.php

Registration opens: June 1, 2022

Non-credit Registration
Phone number: 845-9296

The registration deadline is five (5) working days before the workshop date. The minimum enrollment of 12 per workshop must be meet by the registration deadline. If you register after the deadline, it is your responsibility to call the PACE office at 845-9496 to verify enrollment and status of the workshop. Your name must be on the class list to attend the workshop or your attendance will not count towards credit. Please help us avoid cancellations by registering five (5) working days before the workshop date.

Transfer and Refund Policy

To transfer to another workshop or completely withdraw, call the Non-credit Registration Office at least one (1) working day before the workshop, 845-9296. Thereafter, refunds will not be allowed. Cash refunds require eight weeks processing time. Charge card refunds will be credited to your account.

Note: Students registering by purchase order will be billed regardless of non-attendance unless notification of withdrawal is made by the specified refund deadline.

Cancellations

The PACE program reserves the right to cancel a workshop due to insufficient enrollment. Registrants will receive a full refund or may transfer to another workshop. Workshops must have a minimum of twelve (12) participants to run.

Certificate of Professional Development

At the conclusion of a workshop, and if you attend the entire three hours, you will be issued a certificate of participation. Certificates will be distributed at the workshops by the PACE instructor. You may pick up your certificate at the end of the workshop, only if you registered by the registration deadline (five working days before the workshop).

If you registered after the deadline date, you must indicate on the certificate list that you did not receive a certificate. A certificate will be issued six to eight weeks after the workshop. If you will not be attending more workshops, call the PACE office to have your certificate mailed. Certificates for capstone workshops will be distributed four weeks later at the following capstone, or mailed if it is the last capstone for a course.