

## Child Care Quality and Business Support Center Generic Registration Form for Gatherings: Registration Questions

*This document includes a universe of potential questions to be selected from for registration purposes at events. It also includes a registration form example. The specific questions for each registration request will be selected based on the type of event and planning needs. The number of questions selected will take two minutes or less to complete. Each registration form will include an introduction and the Paperwork Reduction Act, as shown in the example below.*

### Universe of Registration Questions

*Below is a list of potential questions and prompts that we may include in a CQBSC event registration form. The wording of the questions and the response options may be slightly modified according to the type of event and to the users' needs. The estimated maximum amount of time to complete each form is two minutes.*

### Registration Information for Any Meeting:

- First name
- Last name
- Email address
- Role (e.g., CCDF Administrator, child care provider, trainer, etc.)
- Title (Your actual title)
- State/Territory/Tribe
- Are you representing a CCDF Lead Agency? Please specify.
- Organization (Where you work)
- Phone number
- Do you need interpretation or translation? Which language?
- Do you require any accessibility accommodations? Please describe.
- What do you hope to learn or gain from this [webinar] [event]?
- What discussion/presentation format do you prefer?
- What topics would you like to discuss with peers?
- How much do you know about [event's main topic]?

### Specific questions for in-person events/meetings:

- Mailing address
- Emergency contact name
- Emergency phone number
- Role at this event (Participant, presenter, facilitator, etc.)
- Which of the following accommodations would you need to participate in the event?

- Assistive listening device
- Captioning
- Reserved front row seat
- Large print
- Advance copy of slides to be projected
- Wheelchair access
- Wheelchair access to working tables throughout room
- Scent-free room
- Lactation room
- Gender neutral bathroom
- Diet Restrictions. List: \_\_\_\_\_
- Other: \_\_\_\_\_

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## Registration Form Example

*The Child Care Quality and Business Support Center (CQBSC) is collecting some data from event registrants to help us plan for logistics and understand who is attending CQBSC webinars, meetings, events, and presentations. This data allows us to better accommodate you for future events. The registration will take approximately two minutes to complete. Thank you for your time!*

*If you have questions about this survey, please contact Carol Hartman at Carol.Hartman@icf.com.*

**First Name**

**Last Name**

**Email Address**

**Your State, Territory, or Tribe**

**Are you representing a CCDF Lead Agency?**

Yes

Please specify \_\_\_\_\_

No

**Do you need interpretation or translation?**

Yes

Which language? \_\_\_\_\_

No

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