

## REGISTRATION INFORMATION & TRAINING/EVENT POLICIES

1. Registrations must be received 5 business days before the training or event.
2. Payment by check, purchase order or credit card must accompany registration. For organizations using PO's please call Shannon Strickland directly at (860) 523-8042 ext. 25 if you do not think your check will be submitted before the training. We will email you a confirmation letter with training logistics, site information, and inclement weather instructions and directions one-two weeks prior to the training, conference or forum. **No mail or fax registrations without payment will be accepted.**
3. **No refunds will be issued for cancellations made by the registrant.** If you notify us of a cancellation more than one week prior to the training, you can transfer your fee to a different training offered during this school year. No fees may be transferred for cancellation received within one week of the training. We allow substitutions, however, make sure we are notified ahead of time and not the day of training. **If we cancel a training or event for any reason, you will have a choice between a fee transfer or a refund.**
4. For trainings requiring "teams" to register, the "team pricing" applies only to groups of 3-5 people from the same school, organization or program. A maximum of 5 people per team for mentoring trainings will reflect the per team cost. *Please note the information next to cost on the training and event page.*
5. For those trainings that are free of charge, please notify us at 860.523.8042 ext. 25 if you need to cancel your registration.

### **Continuing Education Units** *(For Certified Teachers Only)*

Participants must attend 100 % of the training to receive CEUs. **SOCIAL SECURITY NUMBERS:** In order to receive CEUs, the last four digits of your social security number **must** be provided with the registration form. *Please include the last four digits of your social security number for every person attending the training who wants to receive a CEU.* The CEU certificate will be distributed at the end of the training.

### **Police Officer Standards Training Council Credits** *(Law Enforcement Only)*

Police Officer Standards Training Council (POSTC Credits) are offered for those trainings where law enforcement personnel are listed in the 'Who Should Attend?' category. Participants must attend 100% of the training.

### **Certified Prevention Professional Credential/Reciprocity**

Prevention practitioners who are interested in receiving their Certified Prevention Professional credentials or reciprocity (CPP or CPP-R) will receive a prevention certificate for those trainings indicated. Participants must attend 100% of the training. The certificate will be distributed at the end of the training. The credentials are offered through the Connecticut Certification Board. To learn more about the Connecticut Certification Board visit [www.ccb-inc.org](http://www.ccb-inc.org) or call 203.284.8800.

### **Technical Assistance**

Technical assistance includes over-the-phone and/or on-site support:

- Pre-training meetings or discussions
- Assistance during the course of training
- Post-training support
- Assistance with program evaluation

Call 860.523.8042 for technical assistance.