

HBFT PARTNERSHIP

Event Policies

This document details the HBFT Partnership policies regarding training event registration and scheduling. There is a minimum of 10 participants required for each event with a maximum of 60 participants. The HBFT team is aware and seeks to accommodate the multiple demands of our colleagues. We are committed to offering events at multiple times and locations that address those demands. *Therefore we ask that participants register for events in a timely fashion and take responsibility for confirming their attendance.*

Core Training Registration

1. Registration for each event will **open 60 days prior to the event and close one week prior to the event.**
 - a. An online pre-evaluation survey will be sent to each registrant and must be completed by the Monday before the training date in order to complete the registration process. If this is not completed the registrant could be withdrawn from the training.
2. If an event is full, inquiring participants will be added to a waitlist. If a cancellation is received, parties will be contacted in waitlist order.
3. A fee of \$25 is charged for anyone **registering** for an event.
 - a. The registrant or sponsoring agency **will be charged for any cancellation or no show made less than 1 week prior to an event** unless the slot can be filled by the wait list.

Certificates of Attendance

1. Participants must attend the full event to receive credit for the event.
 - a. If a participant arrives at the core training more than 30 minutes after the training begins, they **will not** be eligible to receive CEUs or a certificate.
 - b. If for **any reason** a participant must leave the core training room for longer than 30 minutes, they will be **ineligible** to receive CEUs or a certificate for this training.
 - c. In both cases, late arrival or leaving the training room for longer than 30 minutes, the **registration fee is forfeited.**
2. CEU Certificates will be available after the training to those who attended and paid on the www.trainingteams.org website. An email will be sent to participants letting them know they can access their certificates.

Event Rescheduling

1. An event will be rescheduled due to low registration consisting of less than 10 participants registered at the time registration closes (**1 week prior to the event**).
 - a. Participants will be notified via telephone and email.
2. An event may be rescheduled due to inclement weather.
 - a. The trainers will hold an event as long as the trainers can attend the hosting site and at least 10 participants are involved.
 - b. The decision to reschedule an event will be decided at **midnight** the day of the event.
 - c. Participants will be notified via the website.
 - d. If an individual cancels their registration due to inclement weather, the HBFT Event Scheduler will determine on an individual basis whether the \$25 is charged.
3. An alternate event date will be determined within one week and (depending upon scheduling availability within a contract year) participants will be notified of the new date.
 - a. Registrants will be given priority for alternate dates.