

Prevention First Training Policies

Prevention First reserves the right to make changes in the training personnel, date and/or location scheduled for any training session.

REGISTRATION

Participants must register for and receive email confirmation prior to attending any classroom-based training or webinar via their user account at www.prevention.org. Registration will close two days prior to the scheduled training event. If registration reaches capacity, new registrants will be placed on a wait list and will be notified if an opening is available.

The following steps should be taken to cancel registration for a training participant who will not be able to attend:

1. Go to www.prevention.org and log into your account.
2. Select the "My Training" tab.
3. Select the "Current" button and scroll down to see what upcoming trainings you are registered for. Below each training title you will find training dates and a "Cancel My Registration" button. Select this, include the reason for cancelling, then "Complete Cancellation" button.
4. When you click on the "Complete Cancellation" button, a box will pop-up that says, "Your cancellation request has been sent." uConnect will send you a confirmation email of your cancellation.

ATTENDANCE

In order to create an environment conducive to learning and to minimize distractions, all training events will start promptly at the time stated in the event confirmation. To receive a certificate of completion/CEUs for any training event (classroom-based or webinar), the participant must complete the course in its entirety.

If the participant cannot complete the course in its entirety, Prevention First reserves the right to deny entry or reentry to any participant. If any 1 hour of content is missed during a classroom-based training event, the participant will NOT receive a certificate of completion/CEUs. If more than 10 minutes is missed during a webinar, the participant will NOT receive a certificate of completion/CEUs.

When attending a webinar training, each participant must use their own viewing device (computer, mobile, etc.). Screen sharing is not allowed.



LOW ENROLLMENT

If a training event does not have enough participants (as determined by Prevention First) to cost-effectively implement the event, we reserve the right to cancel or reschedule the event as necessary. In this instance, Prevention First will contact all participants by email and phone at least five business days prior to the training.

BAD WEATHER

In case of inclement weather training programs will be cancelled or rescheduled at the discretion of Prevention First by 8:00 p.m. the day prior to the training. To inquire if a training event has been cancelled due to weather conditions, participants should call 1-800-252-8951 ext. 144 for a recorded message.

PHOTOGRAPHY/RECORDING

By registering for a Prevention First training event, participants provide their consent for Prevention First to obtain and use participant photographs, video or voice recording in its educational/promotional materials and publicity efforts. Participants release Prevention First from any liability arising from the use of said photographs or recordings.