



Training Policies

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

REGISTRATION

Participants must register for and receive an email confirmation before attending any classroom-based training, virtual classroom training, or webinar via their user account at www.prevention.org. Registration will close two days before the scheduled training event for webinars and classroom training programs. Registration will close ten days before the on-line training event to prepare and ship participant materials. If enrollment reaches capacity, Prevention First will place new registrants on a waitlist and notify them if an opening is available.

Please use the following steps 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 for what upcoming trainings you are registered. Below each training title, you will find training dates and a "Cancel My Registration" button. Select this, include the reason for canceling, 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." Prevention First will send you a confirmation email of your cancellation.

ATTENDANCE

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, virtual classroom, 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 re-entry to any participant. A participant will NOT receive a certificate of completion or CEUs if s/he misses:

- Any 1 hour of content during a classroom-based training event
- More than 10 minutes during a webinar
- More than 20 minutes in a virtual classroom training

Participants must also complete the post-test to complete the course and receive credit/CEU's.

When attending a webinar and virtual classroom training, each participant must use their own viewing device. 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 before the classroom training and ten business days before the virtual classroom training.

BAD WEATHER

In case of inclement weather, training programs will be canceled or rescheduled at the discretion of Prevention First by 8:00 p.m. the day before the training. To inquire if Prevention First has canceled a training event 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.