

### **Attendance Policies:**

1. By registering for a training with CCR&R, you agree to our registration, attendance and cancellation policies.
2. Participants **MUST** be registered prior to the training in order to be admitted. Individuals who are not registered that show up will not be admitted.
3. To register you must complete the registration form. Please use one form per person. Mail, fax, email or bring in your form with full payment. We must receive your registration at least 3 days prior to the training to allow for processing, however register early as trainings fill up! When we receive your registrations and payment, we will confirm your trainings by email.
4. Cancellations must be given **THREE** days prior to the training in order to receive Training Bucks.
5. Refunds are **NOT** possible.
6. It is the attendee's responsibility to know the location, directions, date & time of the training.  
Note: not all trainings are at the same location.
7. Nursing infants are the **ONLY** children permitted in trainings.
8. To receive a training certificate, participants need to arrive on time and stay for the entire training. Participants arriving 15 minutes after the start time will not be admitted.
9. If a training is cancelled by CCR&R, Training Bucks will be given since refunds are not possible. CCR&R trainings are cancelled when local schools are closed due to inclement weather.