

MeckCARES Training Institute Guidelines

Please read the guidelines below for
CFT Trainings 101, 201, 202, 203, 204, 205

1. Trainings will begin promptly as scheduled. Participants arriving more than fifteen minutes late will be asked to reschedule.
2. Courses must be completed in the following sequence: 101, 201, 202, 203, 204, and 205. It is the participant's responsibility to take the trainings in the correct order. It is the participant's responsibility to complete all prerequisites for each workshop.
3. **Supervisors**, if you are registering your staff, please register them to take the workshops in the correct sequence.
4. Participants scoring 80% or better on the post-test will receive course certification. All others will need to repeat the course to receive certification. It is the participant's responsibility to keep the certificate. If a participant needs an additional copy of their certificate, there will be a \$15.00 reprint fee that must be paid prior to receiving the certificate.
5. Participants must adhere to the **MeckCares Cancellation/No-Show Policy**.

Cancellation/No-Show Policy:

- Participants may cancel their registration for class up to two (2) business days prior to the class. Participants that do not cancel prior to two (2) business days or who are no-shows will be billed a \$45.00 no-show/late cancellation fee.
- All Cancellations MUST be in writing only. Email or Fax cancellations to:
Charlotte AHEC Registration
- Email: Registration@charlotteahec.org
or
- Fax: 704-512-6561
- In case of an emergency (e.g., court) in which participants are unable to attend the class, the participant MUST contact the Charlotte AHEC registration department in writing via email or fax within one (1) business day after the scheduled class start time to avoid the \$45.00 no-show fee/late cancellation fee. Documentation may be required by the participant's supervisor to verify the court appearance or emergency work situation.
- Participants that are no-shows for a MeckCares workshop will have all future MeckCares course registrations (CFT 101-205) canceled. All future course registrations will be cancelled automatically and the participant will not receive any documentation regarding the cancellations.