

## TRAINING DEPARTMENT POLICIES

**Registration closes two days prior to class date.**

**Please remember the following:**

- CCC reserves the right to cancel a class due to low enrollment or inclement weather.
- Please allow ample time to sign-in prior to class. Participants arriving 10 minutes late will not be allowed into class.
- Adult training is not appropriate for children. Participants who arrive with children will not be allowed into class and will be rescheduled.
- Please be courteous and respectful to the trainers and to class participants during training. It is CCC policy to eliminate side bar conversations, text messages, and other distractions. CCC reserves the right to withhold certificates from participants who disregard these policies.

### Class Fees

Registering is your reservation for class!

Class fees are non-refundable. Once reservations have been made only substitutions and transfers will be allowed (vouchers are no longer issued). These changes must take place two days before class date. Arrangements may be made in emergency situations ONLY.

***Online registration is encouraged!***

- Pre-registration is required and payment must be made when registering. Walk-in participants will not be accepted.
- Phone registrations will not be accepted. There is an additional \$2 processing fee.
- A separate registration form must be completed for each training class.
- Registrations require date of birth and last four numbers of the participant's social security number. Incomplete registrations cannot be processed and will be returned.