

Talbert House Employee Supervisor Approval

All Talbert House employees are required to forward their confirmation email to their supervisor upon registration.

Cancellation and Refunds

If you are registered for a training but find you cannot attend, please cancel your registration in writing (email) at least seven calendar days before the date of the training. You can reach us at ITD.registrations@talberthouse.org.

Refunds to be requested by writing to ITD at least two weeks before the date of training.

No show: The full invoice amount becomes due on late cancellation (less than seven calendar days before the date of session indicated), or if you fail to attend an entire training for which you have registered.

Employee Cancellation: Employees must cancel your registration in writing (email is fine) at least seven calendar days before the date of the training. If there are fewer than seven days til your training, your site will receive a late cancel fee of \$25.00 for your absence. For illness, work or family emergency, or work-related scheduling conflicts, *only your supervisor can cancel your registration within the late cancellation time period.*

A substitute may be sent in your place if you must miss a training. Please send notification to ITD.Registrations@talberthouse.org to report your substitution BEFORE the start of the training.

Late to Training

If you are more than 15 minutes late for a training, for any reason, you will not receive credit for the training. Talbert House has a responsibility to all of the accrediting boards to ensure that participants are present for the entirety of the course. This 15-minute grace period cannot be bent.

If the presenter is late, the participants will be afforded the same amount of grace period. For instance, if the presenter is 10 minutes late, participants then have until 10 minutes after the original 15 minute grace period to arrive (so 25 minutes after the published start time).

Severe Weather

In the case of inclement weather, we will do everything possible to continue with the training. Residential Talbert House sites do not close during bad weather, so neither does the Executive Office - there are not 'snow days.' Trainings will be held as scheduled. The Late Arrival Policy (see above) will take effect 15 minutes after the start of the training or when the presenter arrives in the event that they too may be running a little behind.

However, there may be times when the presenter is unable to make it to the office due to road conditions where they live, or we do our best to let participants out early. In these circumstances, ITD staff will do their best to reach all registered participants and notify them of the cancellation/schedule adjustment. Please provide contact information in your registration where you can easily be reached.

If you live in an area that is placed under a Level 3 snow emergency, or your situation completely prevents you from attending training, please have your supervisor email ITD with the situation. It will be treated as a Late Cancel if you personally notify ITD about not attending. See policy above.

By agreeing to these policies, you are accepting responsibility and therefore any consequence associated with failing to meet these policies.