



Prevent Child Abuse
North Carolina

Training Policies

Registration Policy

Registration forms may be faxed to **919-832-0308** to reserve a space. It is the responsibility of the attendee to confirm that the faxed registration form has been received. Payment in full **must** be received at least one week prior to the training date in order to complete your registration. If payment has not been received by this time your space will be forfeited. If it is not possible to get a check processed one week prior to the training, evidence of the pending issue of the check (such as a copy of a purchase order) may be acceptable at the discretion of PCA North Carolina.

Changes to Registration

As a professional courtesy, PCA North Carolina should be notified of any registered participants who are unable to attend. Substitutions of registered participants can be made at any time. Please provide an updated registration form with substitute's information. For questions, call 1-800-CHILDREN.

Refunds/Cancellation Policy

If you cannot attend for any reason, you must cancel your registration in writing. Phone cancellations cannot be accepted. Notice must be made in writing at least two weeks prior to the start of the training to receive a full refund. Notification may be faxed to 919-832-0308. It is the responsibility of the attendee to confirm that the faxed cancellation notice has been received.

We regret that refunds cannot be made in cases of last-minute illness or emergency. However, another participant can attend in place of the registered participant at no additional cost. Please see "Changes to Registration" above.

In the event that the training is filled to capacity, refunds may be available with less than one week notice if another paying participant can be registered prior to the start of the training. This can in no way be guaranteed and you will not be notified of such until after the training.

Weather Policy

If a training is cancelled due to inclement weather we will leave an outgoing voice mail on our main office line 1-800-CHILDREN by 6:30 AM on the morning of the training date. If weather becomes bad during the training, we will leave the choice to stay or go up to your personal discretion.

If a training is cancelled due to weather, we will reschedule. You will be contacted by mail or email of the new training date and will automatically be registered. At that time you will have the choice to cancel your registration if you can not make the new date (with full refund), or to move your registration to a new date.

We regret that refunds cannot be made if the training takes place and you do not attend.

If you have any questions or need more information, please call 1-800-CHILDREN.