



Training Guidelines

ECS is committed to providing the highest quality of trainings. This quality is a result of setting high goals and expectations; regulations need to be in place to keep these trainings professional and sculptured to fit the needs of our participants. Most of all, we hope you gain knowledge and enjoy your professional development opportunities!

Here are some tips to ensure successful registration in trainings at ECS:

- ❑ Pre-registration is required. You must register for Fee & Non-Fee classes ON-LINE ONLY prior to the cut-off date and time listed in the training description.
- ❑ You will need to pre-pay for classes that have a cost. You need to send your payment using PAYPAL, through our training website. Payment and registration must be completed by the cut-off date and time listed in the training description.
- ❑ Cancellations. If you cannot attend a class, please call Lauren Millecan (904-726-1500 x 237) as soon as possible. Refunds for fees (in the form of a voucher) for the amount of the original class will be made for cancellations that are phoned in at least 3 days prior to the closing date of scheduled class. Vouchers can be used for future classes. No refund will be made if the participant does not show up for class or for late cancellations.
- ❑ How many participants need to be registered to hold a class? A minimum of 3 pre-paid participants are needed for a class to be held. If a class is cancelled, participants will be notified by phone or email. A voucher will be mailed to each registered participant to be used for a future class.
- ❑ Who can attend? Training Events are intended for registered participants only. Please do not bring children or unregistered guests. Please arrive on time for your class and plan to stay until the class is over. Please note: If your name is not listed on the attendance form you may not get credit for attending. No substitutions are accepted for participants of classes.

Please visit <http://www.ecs4kids.org> to view our training calendar or to register online.