

CCRESA/SRES D Professional Development Policy

In order to provide high quality customer service to every individual attending our professional development opportunities, the following policy has been established:

- **Regular Registration:** Registration received by the posted registration deadline date.
- **Late Registration:** Registration received after the registration deadline. A \$25.00/participant late registration fee will be charged. This fee applies to every event, including free workshops and those funded through a grant source.
- **Cancellations/Substitutions:**
 - ❖ In most cases, substitutions are welcome. Please notify the contact person of your event listed in this booklet prior to the event date.
 - ❖ Cancellations before the registration deadline will be at no cost.
 - ❖ Cancellations after the registration deadline may be charged at a rate of 50% of the workshop cost. Workshop fees are based on a per participant cost; therefore, reduced participant numbers result in higher workshop costs.
- **No Shows:** Anyone who does not show up for a workshop will be charged the full registration fee. Our workshop expense is the same as if they had attended.
- **Walk Ins:** Anyone who shows up to the workshop without having registered will be allowed to attend the workshop if space permits. Late registration fee will be applied. There will be no guarantee that the participant will be able to receive workshop materials and/or a meal. Walk-in participants **will not** be permitted to attend an event if that event has a wait list.
- **Workshop Materials/Resources:** Binders and other prepared materials may be available for purchase after an event. Posted materials will be available for free on our websites.