



CORNERHOUSE TRAINING POLICIES

Registration

Individuals may **register online** for the Minneapolis CornerHouse Basic Forensic Interview Training or Minneapolis CornerHouse Advanced Forensic Interview Training on our Training webpage. Please contact Melissa Henry at 612.813.8310 or email training@cornerhousemn.org with questions about registration or for more information about our On-site Offerings, our On Demand Offerings, our Customized Training Services, and our Consulting Services. Information about these training services is available on our webpage at <http://www.cornerhousemn.org/training.html>

Minneapolis Basic Forensic Interview Training and Minneapolis Advanced Forensic Interview Training

All registrations are made via the online registration system. Payment is due at time of registration. Our online registration system automatically emails a confirmation letter to the person registering. An e-mail with specific information about the location and times of the training, required pre-course learning activities, and additional information is sent 2-4 weeks prior to training.

Registration for the Minneapolis Basic Forensic Interview Training can occur at any time prior to the first day of training, on a space-available basis. Registration for the Minneapolis Advanced Forensic Interview Training must be made at least two weeks before the first day of in-person training, to allow sufficient time for registrants to complete the required online foundational learning modules.

For Trainings Held On-site at Your Location

An agency representative who wishes to host a CornerHouse training at his/her location may request available training dates by contacting Melissa Henry at 612.813.8310 or training@cornerhousemn.org. Upon agreement, CornerHouse will generate a purchase of service agreement for the training session. This agreement must be signed by an authorized agency representative and returned within 60 days with payment or purchase order. In the event the training is scheduled within less than 60 days, the signed purchase of service agreement and payment or purchase order are due immediately upon receipt.

Payment

CornerHouse accepts checks and credit cards as payment for training services. All training must be prepaid or secured with a purchase order for payment immediately following delivery of service.

Attendance

A certificate of achievement will be awarded to those participants who attend the training in its entirety.

Replacement Certificates

Certificates of achievement will be replaced when available on a case-by-case basis and emailed to training participants. A \$25.00 service fee applies.

Cancellation and Refund

To cancel an individual registration, participants must notify CornerHouse **verbally and in writing** 30 days prior to the first day of training. When this cancellation notification requirement is met, the entire training fee will be refunded less a \$50.00 administrative fee. If CornerHouse is notified **verbally and in writing** less than 30 days but more than 10 business days prior to the training, 50% of the training fee plus a \$50.00 administrative fee will be charged. If CornerHouse is notified within 10 business days of the training, no refund will be provided.

CornerHouse reserves the right to cancel training when the minimum number of registered participants has not been met.

CornerHouse will notify participants via email 30 days prior to the training date in the event of a cancellation and all training fees will be refunded.

To cancel an On-site Training after a signed PSA has been returned to CornerHouse, the host site must notify CornerHouse **verbally and in writing** 60 days prior to the first day of training. When this cancellation notification requirement is met, the entire training fee will be refunded except for a \$250.00 administrative fee. If CornerHouse is notified **verbally and in writing** less than 60 days but more than 30 days prior to the training, 10% of the training fee plus a \$250.00 administrative fee will be charged. If CornerHouse is notified **verbally and in writing** less than 30 days but more than 10 business days prior to the training, 25% of the training fee plus a \$250.00 administrative fee will be charged. If CornerHouse is notified within 10 business days of the training, no refund will be provided. In all cases of cancellation, the host site must fully reimburse any expense incurred by CornerHouse for travel or lodging cancellation fees or other fees associated with travel or lodging.

Accessibility

CornerHouse is committed to ensuring that all trainings are accessible and conducted in a harassment-free learning environment.

