

## BAY-FRIENDLY PROFESSIONAL QUALIFICATION & TRAINING PROGRAM - POLICIES AND PROCEDURES

### REGISTRATION REFUNDS

ReScape California offers 80% refunds for cancellations of registration more than four weeks prior to the start date of the training. No refund will be given for cancellation of registration less than four weeks prior to the start date of training. All cancellations must be done by email and received within the timeframe outlined above.

### REGISTRATION TRANSFER

To avoid forfeiture of your registration fee, you may transfer your registration to a future training event one time within the same calendar year at no additional cost. You must notify our office of your intent to transfer your registration one week prior to the start date of the training. Or, you may request substitution of a qualified co-worker or colleague to take your place in the training up to one week prior to the start date. Substitution made within one week of, including on the start date of the training, will incur a \$50 processing fee. No substitution will be permitted after the start date of the training.

### LATE ARRIVAL

If you arrive late to a session more than half an hour after the start time, that session is considered a missed session. You will be required to make-up the session as per the Missed Session Makeup Policy outlined above.

### MISSED SESSION MAKEUP

Graduation for the training as a Bay-Friendly Qualified Professional requires attendance at all four sessions as well as successful completion of the homework and practicum. You may request makeup of one missed training session by notifying our office and paying a \$50 processing fee. Upon payment of the processing fee, our office will instruct you on the next available training for making up the session missed. Upon makeup of the missed session, our office will issue your Bay-Friendly Qualified Professional credential.

*Makeup of only one session is permitted. Forfeiture of your full registration fee will result if more than one session is missed. The makeup session must be attended within 12 months of the missed class.*

### TAKE-HOME TEST REQUIREMENT

The Take-Home Test is graded for completion, accuracy and quality of answers on pass/no pass basis. A score of 75% and above is a pass. You must pass the Take-Home Test to graduate from the training as a Bay-Friendly Qualified Professional. *Please note that ReScape California works closely with participants who notify us of test taking concerns and/or need accommodations.*

If your score does not meet the 75% score minimum, you will not graduate from the program. You can make up the test by paying a \$75 testing fee and scheduling a time with our staff to take an open note, verbal test at our Berkeley office, or an online version. A score of 75% or higher is required to pass the retake test.

If you do not pass the retake test, you can register for the next Bay-Friendly Qualification Training at a 50% discount. The discount is only valid for up to 12 months after being notified of a no-pass score on the retake test. If registering for another training, you will need to complete the Graduation Requirements of that training including but not limited to attending all four sessions, completing and passing the Take-Home Test and practicum.

### WAIVER OF LIABILITY

By registering for this training, you agree that they will not hold ReScape California, or its project partners, liable for any injuries they may receive while participating in the training, even if you believe that ReScape California, or its partners, has been negligent in any manner or has breached any claimed agreement. By registering for this training you acknowledge that you are voluntarily assuming all risks of participation in any project and shall not hold ReScape California, or its partners, responsible for any consequences of same.

### USE OF PHOTOS

Registrants understand that photographs collected during the training may be used by ReScape California, or its partners, on websites, brochures and other promotional materials.

You can send correspondence about any of these policies to [info@rescapeca.org](mailto:info@rescapeca.org).