



Training Policy

Policies regarding training

All enrollees into a medication administration course must meet the requirements set forth for the qualifications, training, and certification of developmental disabilities personnel who perform health-related activities and administer prescribed medication. This includes the ability to read, write, and understand English at a level sufficient to comply with all requirements set forth in administrative rules governing services that will be provided.

Course Policies:

- **Confirmation emails are sent once registration documents are received by the Benevolent office. Every effort is made to provide prior notice of changes to the training calendar. However, it is vital to review the confirmation email, because seats in courses along with course date(s) and time(s) are confirmed in the confirmation email.**
- Quantity discounts may be negotiated for training starting at 8 students.
- Courses may be cancelled due to low enrollment.
 - No 1:1 classes will be taught.
 - Split classes are Not offered
- The student manual for the medication administration certification one course is required to be returned at the end of the course. The cost of the manual will be invoiced if not returned.
- All COVID interventions and guidelines are strictly enforced when training is provided in the Benevolent Care Centers office and when training is provided on location of the Agency. Any violation of COVID guidelines may result in dismissal from training, in which case the registration fee is forfeited.
- Professional behavior is expected by all registrants. Unprofessional behavior in class or on Benevolent Care Centers premises may result in dismissal from training, in which case registration fee is forfeited.

Course Cancellation:

- Enrollment is considered commitment of registration fee
- No Call-No Show registrants and incompletion of courses forfeit the full registration fee
 - If being invoiced, the full registration fee will be invoiced, due and payable in these cases
- Cancellations occurring more than 48 business hours before class start date and time may transfer the registration fee to any other class, this is valid for 6 months, after which time a full refund will be provided. If being invoiced, the registration fee will be removed from the invoice not transferred.
- Cancellations occurring in less than 48 business hours of a class start date & time forfeit 50% of the registration fee. Same day cancellations will be counted as No Call No Shows. Cancellations must be submitted **before 12:00am the day** of class to receive partial refund of registration fee.
- **Training classes begin promptly at the start time. A five-minute grace period is allotted for students to arrive in the virtual classroom. A fifteen-minute grace period is allotted for students to arrive in the physical classroom. Any arrivals past the grace period for the start time of the class will not be permitted and will be marked No Call-No Show.**

Course Additions:

- We are happy to add a course to our training calendar to accommodate Agency training needs.
 - A 3-student minimum enrollment guarantee is required for training courses scheduled at BCC. A one-time per course \$50.00 fee will be applied to add-on courses requested.
 - Courses requested to be on location of the Agency require the submission of an On-Site Request Form, 5-student minimum enrollment guarantee, and a \$150 surcharge.
 - Depending on the distance and travel time required, the requesting Agency may be asked to cover instructor lodging fees for courses requested to be on location.
 - Courses requested to include a weekend day require a surcharge: Saturday \$275 & Sunday: \$375

Print Name

Title

Date

Sign Name