



Reinforcement Unlimited

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General Policies for Seminars, Workshops, and Conferences at Reinforcement Unlimited

All participants in a Reinforcement Unlimited event agree by registering or participating to adhere to and be bound by these policies.

General Policies

Registration is on a first-come, first –serve basis. Space is extremely limited. Reinforcement Unlimited accepts checks, money orders, Visa, MasterCard, and/or agency purchase orders. If your agency requires several weeks to process a purchase order, forward your registration form with a letter stating that PO will follow. Please include the name of the registrant on all purchase orders.

Audio and/or video taping is not allowed—your attendance at the workshop constitutes your agreement not to record or transcribe all or any part of it. Participants are asked to silence all pagers and cell phones.

Morning refreshments are provided at all Reinforcement Unlimited workshops, but registrants are on their own for lunch, unless the workshop description indicates otherwise.

Participants who include their e-mail addresses will have their registration confirmed by e-mail.

Checks that are not honored will result in a loss of registration status.

For more information regarding administrative policies or to make suggestions, please contact our offices at 770-591-9552.

Unable to Attend - Cancellation Policy

Please call us as early as possible if you are not able to attend a seminar, conference, or workshop for which you have registered. In cases where enrollment is limited, we are then able to add another person to the event. Refund policy: 100% refund if requested 14 days prior to the date of the event (minus a \$25 handling fee); If you cancel within 14 days you are not entitled to a cash refund. However, as a courtesy, we will allow you to apply your payment toward any future Reinforcement Unlimited seminar, conference, or workshop within one year from the date you cancel. Your payment is transferable. Please note that if you do not attend and you do not cancel as described above, you are responsible for the entire payment. Reinforcement Unlimited will accept cancellation notices by phone, 770-591-9552, or fax, 770-516-4191, or via

e-mail to RWM@Behavior-Consultant.com

Recording Policy

Copyright Statement: Reinforcement Unlimited seminars, conferences, and workshops are copyrighted and may not be recorded or transcribed in whole or part without its express prior written permission. Your attendance at a Reinforcement Unlimited seminar, conference, or workshop constitutes your agreement not to record or transcribe all or any part of it. Tapes may be confiscated and/or violators ejected.

Announced Speakers

Every effort is made to have the speakers present at each event for which they have been advertised as the speaker. However, Reinforcement Unlimited reserves the right to have alternative speakers present when necessary.

Continuing Education Information

Reinforcement Unlimited is approved by the Behavior Analysis Certification Board to offer continuing education for behavior analysts. Reinforcement Unlimited maintains responsibility for the program. Participants may register and receive credit available for each day is listed on the agenda for which credit is offered. Participants leaving early will not be given credit. Participants must follow the workshop attendance policy in the handout packet. Upon request, a copy will be mailed with your registration confirmation.

Conference may satisfy state licensing requirements for special education teachers and related special service professionals. Please consult your state licensing agency.

Discounts

Group (3 or more individuals registering at the same time) and student (proof of full-time student status required) discounts are available. Discount must be requested at the time of registration. For additional information call.

Cancellation of Event

In the event of inclement weather, the decision to cancel a workshop will be made (if possible) by noon the day before the workshop and all registrants will be notified. If in doubt, please call Reinforcement Unlimited at 770-591-9552.

Reinforcement Unlimited may cancel workshops due to lack of registrants. If a workshop is cancelled, you will be notified at least five days in advance. Every attempt will be made to reschedule the class.

ADA Compliance

The facility is wheelchair accessible. Please contact us with any questions. We would like to provide equal access so everyone can enjoy the workshop. Do you have a disability that will require accommodation under the terms of ADA/50-4? Please give us information (e.g., large print, wheelchair accessibility) specifically related to your ability to participate. Please request accommodation three weeks before workshop. Contact Dr. Robert Montgomery at 770-591-9552.