

Requirements, Tips, and Reminders for TCP Trainings

- Conduct
 - Anyone registering and attending TCP sponsored trainings (i.e., online or in-person) agrees to adhere to webcast etiquette ([click here](#)) and TCP's non-harassment rules.
 - **Attending two trainings at the same time is not permitted. Anyone discovered doing this will be exited out of the trainings and/or not issued a certificate of completion.**
 - Participants are encouraged to ask questions and share their opinions and views during any training session. However, please keep in mind that if an attendee becomes disruptive (i.e., continuously interrupts the trainer) during a training session, the trainer can ask the participant to leave the training.
- Registration
 - There are cases where staff register persons other than themselves. If this is the case, please be sure to **register the intended participant** using their name and professional email address.
 - When registering, please pay close attention to the email address you are entering. The email address used to register will be the email address where all email communication is sent pertaining to that training.
 - Do not “purchase” (all tickets are free) more than one ticket per training per person.
 - **Use your professional or employer email when registering.** If you have Eventbrite as an app on your phone or you are logged in using your personal account, you may need to log out to register for the training using your professional/agency email address.
- Webinar Link
 - Registered participants will receive email communication 24-hours in advance of the training with the login information to the webinar, applicable handouts and helpful hints and tips for troubleshooting.
 - **Check your junk, spam, or other email folders if you have not received an email that contains the webinar login information.**
 - **If you do not receive an email containing the meeting link and call-in number 24-hours in advance of a training you have registered for, please email Jessica Clinger at jlclinger@community-partnership.org**
 - Please refrain from sharing or forwarding the webinar link and dial-in information to others.
- Attendance
 - There will be a roll call during your training. You must be present when roll is called at the start and end of training either verbally or through the chat feature of the web-based platform. Failure to participate in roll call may result in an attendee not receiving their certificate of completion
 - **Anyone not registered and/or attempting to log into the training after the 15-minute grace period will not be permitted into the training/webinar.**
 - **If you are unable to attend training, please cancel the reservation in Eventbrite a minimum of 48-hours prior to the start of the training.** This is to help us open up space to others who would like to attend.
 - Do not send a colleague in your place unless this has been approved at least 48-hours in advance of the training, in writing by TCP Staff.

- All training sessions will provide certificates of completion 3-5 business days upon completion of the training. The certificates will be emailed to participants individually. **Please keep your certificate and return it to your supervisor or HR staff to be placed in your employee file.** We are unable to provide duplicates of certificates that were issued.