



EBP Training FAQ (updated 5/6/2021)

Q: Can I register for more than one course?

A: Yes. There is no limit to the number of courses you can sign up to attend. Class size, prerequisites, and ensuring equal access to training are factors that may limit your access to a particular class.

Q: Can I register for multiple courses under the same registration?

A: No. You must complete a separate registration form for each course.

Q: If the course is held over several days, do I need to complete a registration for each day?

A: No. You only need to register once for a course, regardless of if the course is scheduled over multiple days.

Q: If a course contains multiple sessions, do I need to attend all sessions?

A: Yes. You must attend all sessions to receive a Certificate of Completion.

Q: Why aren't there any UCCI courses on the calendar?

A: UCCI training dates will be posted on the calendar soon. Please continue to check the calendar frequently.

Q: I want to attend a course but I have a conflict on the date the course is offered. Will additional dates be added?

A: Yes. If we become aware of demand for a course, we will try to schedule an additional session. Please email paebpraining@gmail.com to let us know about adding other course dates. Please continue to check the calendar as more courses are added (same courses, but different dates) through the remainder of 2021.

Q: I am not sure what courses to register my staff or how to begin. Is there someone I can talk with to get assistance?

A: Yes. Questions regarding The Carey Group courses should contact Susan Burke at: susan@thecareygroup.com or 801-232-8418. Questions regarding The University of Cincinnati Corrections Institute courses should contact Eric Willoughby at: willouej@ucmail.uc.edu

Q: How will I know if a course is full?

A: Once a course reaches capacity, it will be labeled as "Full" on the training calendar. You can still register, but you would be placed on a wait list.

Q: Will I be notified when my registration is accepted?

A: Yes. When you submit a registration, you will receive an automatic email notification that your registration was submitted and being reviewed. You will receive a follow-up email once you are "enrolled" or if you are placed on a wait list.

Q: Will I be notified if I am put on a wait list?



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A: Yes. When you submit a registration, if the course has reached its maximum capacity, you will receive an email stating you are placed on a wait list.

Q: I registered for a course, but I now need to cancel. How do I cancel my registration?

A: If staff find they are not able to attend an enrolled course, they are responsible for sending a cancellation email to paebptraining@gmail.com at least 14 days in advance of the course start date so their slot can be filled. The email should contain the name and date of the course. Agencies may be assessed a "no-show" fee if timely notice is not provided and a slot goes unfilled. Fees will be waived if the circumstance is deemed outside of the staff person's control.