



VIRTUAL TRAINING POLICIES

- Pre-registration is required for workshops. We sometimes cancel a workshop for various reasons; when this happens, every effort will be made to notify those who are registered.
- 4Cs staff may email participants links to, but not limited to, zoom registration, handouts, or professional development certificates. These links, including any attachments, are for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any use, dissemination, disclosure, forwarding, printing, copying, or any action taken without explicit permission from 4Cs of said links are strictly prohibited.
- Virtual trainings may be recorded and used by 4Cs as a resource (posted on social media, our website, or shared with the greater community). Your participation in 4Cs trainings acknowledges your permission for 4Cs to use said recordings.
- Participants are required to complete a post-survey and evaluation in which they self-certify that they attended the full training to obtain access to the professional development certificate. Forwarding or copying the certificate to others is prohibited.
- If you need any accommodations to participate fully in a 4Cs workshop, please make arrangements with our Training Coordinator at 510-584-3114.

