

## Youth Network Council *Training Policies and Procedures*

To register for Youth Network Council (YNC) training, please complete the registration form online at [www.youthnetworkcouncil.org](http://www.youthnetworkcouncil.org), or print an YNC Registration form (one form per person, per training). The registration form may be photocopied for use with subsequent trainings. In addition, the entire catalog may be reproduced for distribution to other individuals or agencies.

**Registration fee for each training is \$25.00, unless otherwise noted.**

Registrations are taken on a first come first serve basis, with DHS-funded providers and State of Illinois Employees given priority. Therefore, registrations must be submitted as early as possible. Incomplete forms or forms sent to YNC's Chicago office will be returned and training registrations will not be processed.

Register online at [www.youthnetworkcouncil.org](http://www.youthnetworkcouncil.org), or email, mail, or fax registration form to:

E-mail: [wreese@youthnetworkcouncil.org](mailto:wreese@youthnetworkcouncil.org)

Mail: Youth Network Council, 321 ½ S. Sixth St., Suite. 200, Springfield, IL 62701

Fax: 217-522-2676

### Attendance Policies

YNC's priority is to meet the needs of DHS-funded professionals, but other professionals are welcome. In order to ensure an environment conducive to learning and to minimize distractions, registrants are asked to commit to arriving on time and staying for the entire program. Unless otherwise noted, trainings will observe the following schedule: **Registration: 8:30 A.M. – 9:00 A.M. (or ½ hour prior to training if start time is other than 9:00 A.M.)**

**Training Program: 9:00 A.M. – 4:00 P.M. (unless otherwise noted on pages)**

6 CEUS per training day will be offered to those individuals holding current Illinois LSW, LCSW, and LCPC licenses through the Illinois Department of Professional Regulation.

By registering for and attending YNC training, participants understand that, on occasion, YNC may use the trainings as a photo opportunity to acquire stock photographs for future use in YNC publications and promotional materials. By registering for YNC training, participants of majority age provide permission and consent to YNC to use their photograph in its promotional materials and publicity efforts and release YNC from any liability arising from the use of the photographs.

### Cancellation Policy

**Notice of cancellation must be received at YNC's Springfield office by email, fax, or mail (no telephone calls accepted) at least 72 hours prior to the first day of the training.** Individuals who do not notify YNC within that time frame will not be eligible for refund of registration fees. YNC reserves the right to make required changes in the training personnel and/or location scheduled for any training session.

YNC prohibits unlawful discrimination in all its program and services. If you require specific physical accommodations in order to use our training facilities, please email those requests to [wreese@youthnetworkcouncil.org](mailto:wreese@youthnetworkcouncil.org) or attach the pertinent information to the registration form. YNC will do all that is reasonably possible to accommodate you.