**Credentialed Clinical Instructor Program (CCIP)—IACCC Sponsored Course Policies**

**Absences due to illness or emergency**:

1. Those who are unable to complete day 2 of a CCIP course due to illness or emergency may ask to attend day 2 of the course at another **IACCC sponsored** course.
2. If a course participant wants to complete the CCIP, they must submit a written request via email to the course administrator within 7 days of the absence.
3. The course participant must attend day 2 of the CCIP course at an alternative location within 12 months of the absence.
4. If the participant is unable to attend day 2 of an alternative course, the participant may request the option to test out at CCIP assessment stations that are incomplete. This option will only be available to course participants who have greater than 2 years of clinical experience, and have previously served as a CI for at least 1 student in a full time rotation of 6 weeks or greater. This option is also subject to approval of one of the Credentialed Trainers from the original course, and must be arranged at a mutually agreed upon time and location.

**Cancellations:**

1. Cancellations received before the course registration deadline will receive a full refund.
2. Cancellations received after the course registration deadline, up to 5 days prior to the course start date will receive a refund of the course price minus a $75 processing fee.
3. Cancellations received after the course registration deadline, up to 5 days prior to the course start date, may ask to switch registration to the next scheduled IACCC sponsored course. However, if the participant has paid a group rate, he or she will be required to pay the difference between the group rate and the standard rate based on participant status. (IACCC, APTA)
4. No refunds will be made for cancellations received less than 5 days prior to the course start date.

**Refunds:**

1. Refunds will be processed at 3 time points:
	1. at the course registration deadline,
	2. 5 days prior to the course start date,
	3. 2 weeks after the course is completed.
2. All refund requests must be submitted in writing to the course administrator.
3. Refunds will be made via check or Paypal refund, less applicable IACCC and/or Paypal processing fees.

**Host facility registration and cancellation**

1. Participants from the host facility are subject to the same registration deadlines and cancellation policies as other course participants, as stated above.
2. To receive the group rate discount, all registration documents AND payment from participants from the host facility MUST be submitted together. Groups (including the host facility) may NOT register through Paypal.
3. Free spots for the host facility will be based on total number of course registrants, and will be for the APTA member rate only. Free spots may be used for one person, or may be distributed among multiple participants from the host facility.
4. If any participants from the host facility are already CI Credentialed but ask to attend the course:
	1. They may audit the course for no charge, however will NOT be provided with a course manual and will not be provided CEUs.
	2. If they wish to receive a course manual and CEUs, they are required to pay for the course as normal.

**Registration**

1. **Group registration is not available through Paypal**. Participants wishing to use the group rates must pay via check or money order.
2. For registration to be considered complete and therefore your spot reserved in the course, both payment and participant dossier must be received by the course administrator prior to the course registration deadline and/or prior to course capacity being reached.
3. APTA member number is required prior to the course registration deadline in order for a participant to receive the APTA member rate.

**Course scheduling and administration:**

1. Preference for host facilities will be given to IACCC affiliate members.
2. Up to 6 courses will be scheduled per year.
3. Scheduling will take into consideration variety in geographic location.
4. Host sites will be asked to sign an agreement letter outlining terms for hosting the course. Responsibilities of and benefits to both IACCC and the host site will be included.
5. Courses not reaching a minimum of 15 participants by the registration deadline will be cancelled.