

GETTING TO THTC

Directions: TTC – the closest subway stop is Wellesley on the Yonge line.

Parking: There is paid parking below the building.

MEMBERSHIPS/ AFFILIATES

The status of the agency/individual at the time of registration is what is considered regarding THTC/ Non-THTC member rate workshop payment. For example, if the agency/individual becomes a THTC member after the registration date the agency/ individual will not be reimbursed the difference between the Non-THTC and THTC member rate.

The agency/individual pays the workshop rate equal to their status at the time of registration.

★As a reminder, THTC does not back date memberships/affiliates. THTC will not be held financially responsible for over payment ie. member/ affiliate rate vs. non-member/non- affiliate rate.

RETURNING TO COMPLETE A WORKSHOP

If an emergency situation arises (eg. illness, work emergency) and an individual currently attending a workshop is unable to complete the required number of hours in order to receive their certificate, the individual may return to complete the required hours at a later time, provided the facilitator is agreeable and it is workable within the framework of the workshop. The re-scheduling must be approved by both the facilitator and Executive Director. Confirmation of the emergency may be requested from the individual's agency/supervisor. A registration form must be completed.

There-scheduled individual must complete their required hours of training two (2) months from the date of the original workshop. If the individual is unable to complete the required hours of training by the above time period, then the complete workshop must be re-taken by the individual at full cost. This applies to two day certificate training only eg. Standard First Aid and CPR, Non-Violent Crisis Intervention (CPI) - please contact THTC for confirmation.

★ This does not apply to individuals who arrive late/or leave early for a full and/or half day workshop and are refused admittance by the presenter and/or do not receive a certificate of attendance.

For full and/or half day workshops, the complete workshop must be re-taken.

CERTIFICATE REPLACEMENT

In order to cover added administration and mailing costs, please note the following:

- \$10.00 to replace Certificate(s) of Attendance
- \$25.00 to replace THTC's Hostels Training Centre Certificate(s).
- \$20.00 to replace Certificate(s) for the following Crisis Prevention Trainings:
 - Defusing Hostility
 - Applied Suicide Intervention Skills Training (ASIST)
 - Non-Violent Crisis Intervention (CPI)
 - Understanding and Managing Aggressive Behaviours (UMAB)
 - Workplace Hazardous Materials Information System (W.H.M.I.S.)
 - Standard First Aid& CPR Certificate
 - Emergency First Aid& CPR

However please contact THTC at inquiries@thtcentre.com regarding the replacement of any of the above-mentioned certificates.