

Affiliate CLASS[®] Training Policies

Affiliate CLASS Trainer Certification

- Affiliate CLASS Trainers may not train participants outside of their organization or charge fees for CLASS trainings.
- If an Affiliate CLASS Trainer changes employment and wishes to conduct CLASS trainings for a new organization, the trainer must submit a written request to Teachstone[®] for approval. The trainer should email contact@teachstone.com for requirements of the written request.
- Affiliate Trainers must recertify annually.

Training Requests

- CLASS Observation Training and full- and half-day Introduction to the CLASS Tool must be requested on the Affiliate Trainer Panel two weeks in advance of the training start date.
- The maximum number of participants allowed in a CLASS Observation Training is 17.
- The maximum number of participants allowed in a full- or half-day Introduction to the CLASS Tool is 50.

Training Participant Registration

- Payment for participant registration is due six business days in advance of scheduled CLASS training.
- Payment for additional participants cannot be processed less than six business days prior to training. Any unpaid slots after six business days prior to training will remain unfilled.
- Training registration fees are non-refundable.
- If a paid participant is unable to attend training, the purchaser may contact the trainer with the name and email address of a substitute participant. The trainer must notify the Customer Support team of any participant substitution(s) no later than the first day of training.

- If a participant is unable to attend for emergency reasons and unable to find a replacement, Teachstone may be able to offer a transfer credit. You must contact Teachstone no later than the first day of training to determine if this is an option.
- Teachstone reserves the right to confirm participants' association with your organization.

More details on these policies are available in the Train-the-Trainer Participant Agreement, available on the Affiliate Trainer Panel. Please contact contact@teachstone.com with any questions.