

Education Program Policies and Information

ADA

In accordance with Title III of the Americans with Disabilities Act, we invite all registrants to advise us of any disability and requests to that disability at least 3 weeks prior to the program.

BOOK TYPE (For our classes that have this option)

Hard Copy: If you chose to receive a hard copy book, the book will be provided at the class for you. Please note that there is a surcharge in the class price for a hard copy book.

PDF: If you chose to receive a PDF version of the book, you will be sent the PDF version approximately 3 days in advance of the class. Since Wi-Fi may not be available, you need to download the book to your electronic device prior to the class and bring the device with you. Also note that your electronic device should be fully charged as we do not know the availability of charging areas. A hard copy book will *not* be available for you at the class.

CANCELLATIONS/TRANSFERS

A cancellation policy is in effect for every class. Because they differ by the type of program, please see the specific class information or call our Education Team to determine the cancellation policy for that class.

[For weather-related cancellations, please see INCLEMENT WEATHER below.]

CONTINUING EDUCATION CREDITS

If your class has been approved for CE, the Commonwealth of Massachusetts mandates that you must:

- Attend the class in its entirety to receive CE, partial credit is not given and late arrivals will not receive CE.
- Present a Photo ID to the registrar at the class location.
- Have a MA Producer license number. If your resident license is in any state other than Massachusetts, please check with your resident state to see if CE will apply.

Please note that the state will not allow CE for the same class if taken within a 3-year period.

DRESS CODE

There is no set dress code for our programs.

EXAMINATIONS

Some classes do have examinations that accompany them. If it is a 'live' class, then taking/passing the examination has no bearing on the CE that will be issued. If it is a self-study program, then examinations and the passing of them are a requirement of the Commonwealth of Massachusetts.

If your class is part of a designation program and you are pursuing that designation, you must take and pass the exam to earn credit toward the designation. If you are not pursuing the designation, then the exam is optional and has no effect on the CE for the class.

FOOD/BEVERAGE

Some venues provide refreshments, some do not so please take this into consideration for your personal needs.

INCLEMENT WEATHER

In the case of inclement weather, please check the PUBLIC SCHOOL CLOSINGS for the town in which MAIA's education program is occurring.

- If the town CANCELS school for the day, then our classes are canceled as well.
- If the town issues a DELAY, then our half-day morning programs are canceled for the day; our half-day afternoon programs will run as scheduled; and our full-day programs will have a one (1)-hour delayed start time. Please note: In order to meet CE regulations, the class will also end one hour later.

Please note that we are unable to send emails for such cancellations. We will follow up with an email after the fact when we have rescheduled the program.

LIVE STREAM CLASSES: For streaming classes, please consider the town of Milford, MA, as the class location, as that is where the instructor would have to travel. If Milford, MA CANCELS school, then the stream is canceled. If Milford, MA DELAYS the school opening, then the start of the Stream class is delayed by one (1) hour and will end 1 hour later.

RESCHEDULING: In the event of a weather-related cancellation, MAIA staff will contact all class participants via the email we have on file about rescheduling the class.

SCHOOL VACATIONS: If inclement weather occurs during a scheduled public school vacation week, Association staff will contact all participants of the class via the email we have on file the day before the class if we are considering canceling a class.

Exceptions:

CIC/Graduate Seminars are decided on a case-by-case basis. It is rare that a CIC/Graduate Seminar is canceled.

Webinars run, as they are presented to multi-states. If you are unable to attend due to weather issues, please contact MAIA Education within a business day of the scheduled class.

LATE REGISTRATIONS

Please call 48 hours in advance of a class to ensure availability. A \$10 charge will be added to all walk-ins and registrations received within 24 hours of the class.

If you have any additional questions please call MAIA's Education Team at (800) 742-6363 or (508) 634-2900.

Thank you for registering for this Association-sponsored class.