

## **Community Mediation Maryland's Training Attendance Policy For Trainings and In-Services**

- ❖ If the class size is less than 10 one week before the training, the options are:
  - Cancel the training
  - Center pays \$150/hr. for the training. If the center decides to move forward with the training, an invoice will be sent in the next week. If there are 8 or more people present when the training is scheduled to begin, the invoice will be canceled.
- ❖ Center must pay \$150/hr. for training if there are 5-7 participants at the time training is scheduled to begin, and CMM facilitates the training at the center's request.
- ❖ The training will be canceled if there are less than 5 participants at the time the training is scheduled to begin.
  - ❖ Participants must be able to attend all sessions of the training, including snow dates.
  - ❖ If a participant misses more than 1 hour of training they will not receive a Community Mediation Maryland certificate.
  - ❖ If a participant misses more than three hours of BMT training they will not be able to return to the training.
  - ❖ For all trainings other than BMT, if a participant misses more than two hours of a training they will not be able to return to the training.
  - ❖ A center must open Basic Mediation, Parenting Plan, Parent/Teen, Intake, Re-Entry, and Large Group Facilitation training up to other Community Mediation Centers if the center has fewer than 12 participants two weeks before the date the training is scheduled to begin.
  - ❖ Basic Mediation, Parenting Plan, Parent/Teen, Intake, Re-Entry, and Large Group Facilitation training will be cancelled if there are less than 12 participants two weeks before the training, and the center has not opened the training to other centers.