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## No-Show Policy

Effective Date: January 1, 2022  
PAC Training Registrants

The Training Division schedules one-day trainings, two-day trainings, and conferences across the state to meet the needs of the prosecution and law enforcement community. This takes time and resources to coordinate the date, location, secure speakers, and prepare the materials. Our onsite and offsite training locations have limited seating, and our events fill up creating a waiting list.

As a courtesy, and to help attendees remember that they have registered, an email goes out one week before the training occurs. Our emails occasionally go to the junk inbox, so please check this folder to ensure our emails are not being sent there. Due to an increase of no-shows and training sites with limited seating, a no-show policy will be in-place for all PAC trainings starting January 1, 2022.

First no-show: if a registrant is a no-show for one of our trainings an email will be sent to the registrant and their elected and/or supervisor, warning the registrant to notify PAC Training if one can no longer attend an event.

Second no-show: If a registrant is a no-show for a second time, the registrant will not be allowed to attend our trainings for a year. Furthermore, you will be charged \$25 or possibly more if this event incurred an expense for PAC (travel costs, facility fees, etc.).

For one-day trainings, cancellations must be submitted and received no later than one business day before the scheduled training by 12:00pm. For conferences, cancellations must be submitted and received no later than three business days before the scheduled training by 12:00pm. Please remember registration fees are non-refundable by a certain date specified in the registration. If the event has a registration fee and the refund date has passed, we will not be able to refund this fee.

By reading this policy and signing up for a PAC training you understand that it is your responsibility to cancel for an event to avoid the no-show penalties. We understand that scheduling conflicts arise, but we need to be made aware of these changes to allow other potential registrants an opportunity to sign up.

We appreciate your understanding and following our no-show policy. We value our attendees and want to ensure all registrants have a chance to attend our events.