

Continuing Education Information

- **ADA accommodations** are available upon request. Requests are required at least 14 days prior to the course or program start date. Please send your request to info@njinstitute.com

Cancellation/Refund Policy for Conferences/Workshops:

Cancellations made prior 72 hours (3 days) before the event will receive a full refund minus \$25 administrative fee. Cancellations made less than 72 hours before the event will be given half of the registration fees. Refunds will not be given for same day cancellations.

Cancellation/Refund Policy for Courses:

After the 4th class session, there is no refund. Monies paid for classes when candidates withdraw from the program after the 4th class, will be applied as a credit, if the candidate returns to NJI. If a candidate withdraws before the 4th class, 1/2 tuition will be refunded. (This excludes the registration fee of \$115).

Attendance:

To earn CE credit, attendees must log in at the scheduled time, attend the entire course/class and complete an online course evaluation.

For courses students will also need to complete the assignment required for the course.