



Center for Forensic  
Training and Education

## Course Policies

This document provides course policies for all Center for Forensic Training and Education (CFTE) training, workshops, and courses (hereafter referred to as training in this document). This includes in person, online and blended learning events. Please read this document in its entirety prior to registering for any CFTE training.

1. We strive to create a positive learning environment built on respect for everyone involved in the process. Training participants will not be physically or verbally abusive to other participants, instructors, guests, observers or canines. If this behavior is observed, you may be asked to immediately leave the training without a refund.
2. **Student Cancellation Policy:** For open trainings we offer a registration fee refund, minus a \$50 registration fee, up to 30 days prior to the training. Within 30 days of the start of training, a refund may be offered if we can fill your vacancy, otherwise we are not able to offer a refund for the registration fee. We are not able to carry registration fees over to a later training within 30 days of the start of an event unless we can fill your spot from a waiting list or you can find an alternate participant to take your spot. There are no exceptions to this policy. For closed or contract training events, the cancellation policy will be agreed upon by both parties in the contract for services.
3. **Course Cancellation Policy:** We reserve the right to cancel any workshop up to 20 days prior to the start of a workshop. A full refund will be issued to the student if CFTE cancels a workshop.
4. **Photography Policy:** No photos or videos are permitted to be taken of human remains used during training. If it is determined that photos have been taken of remains you will be required to delete the photos and you may be removed from the training immediately without a refund. Photos and videos of the training location, students, and canines may only be taken with prior approval of the trainer, instructor, group leader or facilitator. CFTE will be taking photos and video during training events. You will be required to read our photo release policy during the registration process.
5. **Canine Training Policies:** All canine policies pertain to canines participating in training and additional canines you may be traveling with but not working.
  - a. We want all CFTE participants, both human and canine, to have a positive experience. Handlers must maintain control of their canines. If the handler is unable to control the canine and they exhibit and aggressive behavior toward

another canine or human, they may not be permitted to continue with the training. If a canine bites or starts a fight with another canine or human, the canine will not be permitted to continue with the training and the handler may be asked to leave the training without a refund.

- i. If you have a canine that is not canine friendly, has fear issues or any other behavioral or physical condition that may lead to an aggressive reaction, it is your responsibility to notify CFTE staff so that we can create a safe environment for you, your canine and other participants.
- b. Keep your canine on leash at all times except when they are working. Be respectful of other participants everyone deserves an equal opportunity to safely train without interruption from other loose canines.
- c. Handlers need to ensure that their canine does not eat, mark or pick up any training aids. If you have a canine that is prone to any of these actions, you must notify CFTE staff prior to training so that extra precautions and monitoring can be put in place to prevent this from occurring.
- d. Handlers need to ensure that their canine does not mark on or near any training aids. Handlers are responsible for bringing pants or belly bands for their canine and the canine will be required to wear them for all exercises during the workshop if they are observed marking on or near training aids.
- e. Clean up after your canine at all training sites and hotels. Trash receptacles will be placed at all training sites to dispose of waste.
- f. If your canine is in heat or if your canine comes into heat during training, you must notify CFTE staff. This does not exclude your canine from participating but we will take steps to minimize the impact on other participants.
- g. All canines must be current on core vaccinations or have current titers to participate in or attend any training. Information can be found at:  
[https://www.aaha.org/pet\\_owner/aaha\\_guidelines/aahas\\_canine\\_vaccination\\_guidelines.aspx](https://www.aaha.org/pet_owner/aaha_guidelines/aahas_canine_vaccination_guidelines.aspx)

CFTE reserves the right to remove any participant from a training at any time if they violate the policies.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_