



## Training Policies

- All participants must register for trainings via their Registry Profile account in the Ohio Professional Registry (OPR) <http://ocrra.org/opr>. Click on “My Scheduled Trainings” to view the trainings you are registered to attend. For trainings with fees, payment by credit card is required as part of the registration process.
- If you cannot attend a class that you have registered for, please cancel your registration by logging on to your OPR profile, click on “My Scheduled Trainings”, click on the training you want to cancel, and then click on “Cancel My Registration”.
- To receive in-service credit, participants must sign in. Participants who miss more than 15 minutes (e.g., arrive late, leave early, and/or take an extended break) will not receive credit.
- Walk-ins are permitted for non-fee based trainings, and only as space allows. To be added to a class, participants must have their Ohio Professional Identifying Number (OPIN) to attend. Please see AFC facilitator for instructions.
- Only registered participants are permitted to attend. Training locations will not accommodate children and non-participants.
- Cell phone use is not permitted during trainings. Participants are instructed to turn off phones or at minimum, set phones to vibrate.
- The building will close and be locked 15 minutes after classes conclude. Please plan transportation accordingly.

### ***PARKING:***

- Guests are also welcome to park for FREE in the parking lot on the SW corner of Long St. & Jefferson Ave. Permits are required for this lot and can be printed [here](#), or you can stop in the lobby on the day of your visit to request a pass.
- During evenings and weekends, limited parking is available behind the building in our two small lots. This often means tandem/double parking arrangements. Please follow the guidance of AFC staff while parking. Your patience and courtesy is appreciated.
- Meters in front of the building are monitored 8 a.m. – 10 p.m. Participants are responsible for paying meter fees.
- Disability parking is available next to our back entrance.