

YBAA e-SEMINAR Registration Guidelines

In an effort to be fair to all who wish to participate in our **free** e-SEMINAR programs and earn valuable CPYB recertification credits, the following guidelines have been established:

1. Registration is limited and accepted on a first come first serve basis. We reserve the right to limit the number of registrants if the number exceeds the limitations of our conference call service provider.
2. Those registrants who have attended one of the two previous e-SEMINAR events will be put on a waiting list for the current event. If the event is not fully subscribed by the registration deadline, wait listed registrants will be notified via e-mail and allowed to participate in the order in which the registration was received.
3. Registrants who fail to participate in an e-SEMINAR without at least 24-hour notification to the registrar will not be allowed to participate in any future e-SEMINARS without providing a credit card number at time of registration. If the registrant fails to give proper cancellation notice and is a no-show, the credit card will be charged a \$29.00 cancellation fee.
4. For CPYB recert credit qualified e-Seminars. Time of participant entry and exit to the e-Seminar are monitored and reported to the CPYB Program Administrator. To receive 3 recertification credits, the participant must join the call within 5 minutes of the starting time and leave the call no earlier than the ending time. Partial CPYB recertification credits will not be issued.

We ask for your cooperation in following these simple guidelines so that all YBAA/CPYB members have the opportunity to participate in the e-SEMINAR program.