

## CCAR Trainer Terms and Agreement:

Please note that some of these may have changed since your last training with us. Read this list in its entirety.

Thank you.

1. According to all Trainer Agreements, all trainings must be preregistered with CCAR. Failure to register a training with us in advance could result in cancellation/rescheduling of training.
2. Register all trainings at least 3 weeks prior to your event. All late registrations will be charged an additional fee of \$100.00, as well, additional shipping charges may apply for manuals as needed.
3. Payment must be received prior to any materials being sent out.
4. A sign in sheet must be sent into CCAR immediately following a training so we can ensure the timely delivery of evaluation/CEU awards.
5. NEW: All trainings are being hosted with a new online platform, PROTRAXX. It is essential that all trainers register their training at least three weeks in advance so that your participants can register and enroll in the new system prior to the training start date.
6. Trainers need to be enrolled in this new system as well, as an Instructor so we can list you accordingly. Please do so by following the following link:  
<https://www.protraxx.com/Scripts/ezcatalogny/NewInstructorForm.aspx?CustomerID=245>
7. You will be sent a unique link for your class that ALL participants will need to utilize to enroll in your class. Failure to do so will enable their ability to view the evaluation and obtain their CEU award.
8. Due to the confusion of language, we are now no longer using the term “certificates” as folks are confusing our trainings with certifications. In the new system, participants who complete the evaluation will be provided with a CEU Award and will have access to their transcripts. If you choose to use your own certificate it should not have our logo anywhere on it. People are not following through the necessary steps and certification boards need our documentation.
9. For all trainings prior to 12-2019, the old system ([www.recoverycoachacademy.us](http://www.recoverycoachacademy.us)) will house documentation. If participants have **not taken their SurveyMonkey eval**, we will need verification from you if we do not have a sign in sheet on file. Please refer participants [here](#).

For questions, please contact CCAR at 860-244-2227. Thank you.

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