

Cyber Smart Canada® Course Policies

Train the Trainer (Certified Trainer) Program

To receive your certification:

- All assignments must be complete within 90 days of taking the course
- If you do not complete the assignments within 90 days of the date of your course, you will not be considered a Certified Trainer.
 - If you chose to certify within 60 days of your allotted window (after your initial 90 day period ends) you can take a Refresher Train the Trainer webinar at \$40 and finish your assignments (additional \$60 to book a practicum).

Cyber Smart Canada® Train the Trainer Assignments (To be completed within 90 days of course):

1. Attendance – 10% --DUE ON DATE OF COURSE
2. Readings – 10% -- DUE ON DATE OF COURSE
3. Quiz at the end of course –20% -- DUE AT THE END OF COURSE DAY
4. Orientation Teaching Notes– 20% --DUE ONE WEEK PRIOR TO PRACTICUM
5. Practicum – 40% -- TO BE SCHEDULED WITHIN THE 90 DAYS FOLLOWING THE COURSE

Restrictions for If You Miss Your Training Date or Fail the Quiz

If you miss a more then 30 minutes of your webinar training or fail the mandatory quiz, you will be required to take the webinar training program again to become certified.

- This refresher Train the Trainer webinar has an administration fee of \$40.
 - As part of this, you will be granted an extension to complete all your assignments after the new webinar date.
 - Cyber Smart Canada® reserves the right to make exceptions for emergencies.

Restrictions for the Rescheduling/Cancellation of Practicums

If you find it necessary to reschedule, we will be happy to reschedule your practicum. We have found it necessary to limit the rescheduling of practicums to one reschedule. Please give us at least one week notice to reschedule.

If you cancel within 24hrs of your practicum:

- You will be able to reschedule for \$60. We incur a cost as coach's times are valuable and we have reserved them for this time schedule.
- Cyber Smart Canada® reserves the right to make exceptions for emergencies.

If you have to cancel and reschedule your practicum a second time:

- You will be charged \$60

Thank you for your understanding and cooperation. If you have any questions please contact us via email at training@cybersmart.ca.