

## **ABFO Workshop Policy**

- 1) For any ABFO Sponsored Workshop offered with potential credit toward the ABFO examination application, the Committee Chair of the appropriate ABFO Committee shall be the lead person.
- 2) The Committee Chair may appoint someone from that Committee to assist in the development and execution of the Workshop.
- 3) Either the Committee Chair or their designee must be responsible for the Workshop and that person may appoint others to assist with the Workshop and form a "Workshop working group".
- 4) A member of the C & E Committee must be part of the "Workshop working group".
- 5) All fees paid for the Workshop must be submitted to the Treasurer of the ABFO by money order or by check in funds drawn on a US Bank.
- 6) Expenses for the Workshop shall only be reimbursed by the Treasurer if they are submitted by a member of the "Workshop working group". Reimbursement for expenses requires receipts for actual expenses and these receipts must be submitted to the Treasurer within 30 days after the conclusion of the Workshop.
- 7) Evaluation of participants for credit must include established written criteria that are measurable. These criteria shall be used by all individuals that are evaluating participants. Evaluation criteria cannot include purely subjective questions (i.e. Should this person get credit for the Workshop?). The Chair of the Committee or their appointed person must evaluate all score sheets for the Workshop and make the ultimate decision as to who does or does not get credit for the Workshop.
- 8) After the determination is made concerning which participants received credit for the Workshop, the Chair of the Committee or their appointed person must contact all participants and review their Workshop performance. This contact should be made by email, mail or telephone. If contact is made by mail or e-mail, there should be an additional offer of discussion of their performance by telephone at the discretion of the participant.
- 9) Registration Deadlines – The registration deadline for ABFO Workshops is September 1<sup>st</sup> of the year preceding the Workshop. If a Workshop fills up prior to the deadline, it will be closed out early. However, this deadline may be extended at the discretion of the Workshop chair or his/her designee.
- 10) Cancellations/Refunds – Once an individual has registered for a Workshop (submitted payment), there will automatically be an administrative fee of \$100 for any cancellation and/or request for a refund of fees paid. This amount will be subtracted from any fees paid. In addition, if 2 months have passed since the registration deadline (including early registration closeouts), the refund amount will be ½ of the fees paid less the administrative fee of \$100. eg. \$400 registration fee - \$100 administrative fee = \$300/2 = \$150. Any cancellations that occur in the year of the Workshop (January 1st or after), will receive no refund.
- 11) Confidentiality of Workshop – All materials associated with Workshops (materials provided to or generated by participants or Workshop Committee members)

become the property of the ABFO and may not be used without the permission of the ABFO Board of Directors according to Section II, Article IV, Section 1a. of the ABFO Diplomates Reference Manual

- 12) Appeal of Workshop credit decision – All decisions of the Workshop Committee members concerning any credit given (toward ABFO examination application requirements) for a Workshop is final and may not be appealed.
- 13) Acceptance of ABFO Workshop Policy – All individuals who register for any ABFO Workshop must sign and return a written acceptance of these policies.

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