

# AFK TRAINING PROCEDURES

EFFECTIVE MAY 1, 2017

REGISTRATIONS  
& CANCELLATIONS

**Training and events will be promoted four (4) weeks before the closing of registration.**

**Registration:** Registration for all AFK sponsored training and events will CLOSE at 3:00 pm seven (7) business days prior to the event. (Our business days are Monday - Saturday.) For example, registration for a Saturday training (4/8) will close at 3 pm on the Friday prior (3/31). Due to the variety and frequency of federal holidays, these WILL count as "business days" even though our offices may be closed. The closing date will always be posted in the event registration information.

**Cancellations:** Each training will have a minimum number of participants required to hold the training. If this number is not reached by the registration deadline, the training or event may be cancelled. You will receive a cancellation email in the event this occurs. The minimum number for class will be posted in the registration information.