



**Registration:**

Berkshire AHEC provides on-line registration for its continuing education programs. Payment can be made with all major credit cards. If you are unable to register electronically, please contact [skirby@berkshireahec.org](mailto:skirby@berkshireahec.org) so we can assist you in registering. Please visit [www.berkshireahec.org](http://www.berkshireahec.org) to register for this and all upcoming programs.

**Certificates & Completion Requirements:**

**LIVE:** Participants are expected to sign-in and out, attend the entire program, and complete an evaluation.

Certificates will be distributed to participants at the end of the program. Participants will not receive a certificate of completion until payment has been received and if the certificate cannot be presented at the event, they will be mailed to the address provided upon registration.

**ONLINE-LIVESTREAMING:** Participants are expected to log in, attend the entire program, and complete/submit an evaluation. (instructions will be provided) Upon receipt of the evaluation, certificates will be mailed within two weeks after the program to the address provided upon registration.

**Refunds:**

Berkshire AHEC does not provide refunds after 10 full calendar days prior to the date of the program. If an individual requests a refund after that due to illness a partial credit towards a conference occurring in the same fiscal year may be issued if Berkshire AHEC is notified before the close of business the day prior to the conference. Credits for cancellation due to illness will only be issued once per fiscal year per learner.

**Special Requests:**

If you are hearing impaired, or are a person who is differently abled who requires accommodations, please contact Berkshire AHEC 15 days prior to the training.

**Information:**

**Silvana M. Kirby**

**Director of Medical Interpreter Training**

**Berkshire AHEC**

[www.berkshireahec.org](http://www.berkshireahec.org)

*Due to Berkshire AHEC working remotely during the COVID-19 stay at home orders please use email only for registration support requests.*



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