



Training Wait List Policy

To manage waiting lists for MRTQ PDN trainings, a policy has been developed to be fair and responsive to practitioner needs.

1. If a training has more than 10 participants on the waiting list, MRTQ PDN training team will discuss the options of adding an additional training to the training schedule.
 - a. The practitioners on the waiting list are notified by email of the training-specific registration link that is open to them for a week before registration is available to the general public. It is important for practitioners to check their email often once they have added their name onto a wait list for training opportunities.
2. If a training cannot be offered right away, the practitioners on the waiting list for a particular training are sent an email to watch for the new offering on the Statewide Training Calendar and are given a date of enrollment.
 - a. A reminder is sent to the practitioners on the waiting list one week before open enrollment.
3. Communication via email to practitioners on the wait list is time consuming and often not answered in a timely manner. Opening opportunities happen often when there are cancellations. With that, we will send an email three times before we offer the opportunity to the next person on the wait list. If after three emails we do not hear back from you, your name will be taken off the wait list.
 - a. With the time-consuming management of the wait list we are now limiting you to the wait list for two of the trainer facilitated online Maine Roads to Quality trainings per semester.
4. If you are enrolled in two trainings in a semester, you can request a waiver to be admitted into a third training. Send your email waiver request to mrtq.training@maine.edu
 - a. A waiver will be considered if you have successfully completed a trainer facilitated Maine Roads to Quality training. You are working towards a credential and your third trainings does not overlap the other two you are enrolled in.