



## 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 6 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 phone and email of the training-specific registration link that is open to them for a week before registration is available to the general public.
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.