TRAINING OF TRAINERS REGISTRATION FORM

Please complete one form for each program after reading the policies and procedures below. Then email or mail the registration form. Payment must arrive no later than the registration and payment deadline (see www.cultureandlanguage.net for details). For questions, call 410-312-5599. Please make out checks to: Cross-Cultural Communications, LLC. Send forms and checks to:

Cross-Cultural Communications, LLC
10015 Old Columbia Road, Ste. B-215
Columbia, MD 21046
Email: mateem@cultureandlanguage.net

Program title: ________________________________________________________________
Program dates: ___________________ Program fee: _______________________
Training participant name: ___________________________________________________
Training participant email: __________________________________________________
Training participant phone number: ___________________________________________
Language(s) spoken/signed other than English: _________________________________
Previous interpreter training attended: _________________________________________

The Community Interpreter® program
Please note that completion of The Community Interpreter® is not a requirement for attending the Training of Trainers.

___ I am a graduate of The Community Interpreter®
___ I am not a graduate of The Community Interpreter®

Adult education/training requirement
___ I have experience training/teaching/mentoring adults.
___ I do not have experience training/teaching/mentoring adults.

Why does the participant plan to attend the TOT? __________________________________

Who is the participant’s target audience for training? ______________________________

Who will sign the licensing agreement?
Please remember that whoever pays for the TOT is permitted to sign the licensing agreement. If the training participant pays for the training he/she is the licensed agency and the licensed trainer. He/she is the authorized signatory. If an organization pays for the training, it is the authorized signatory. The organization will be the licensed agency and the training participant will figure on the agreement as a licensed trainer who can only train with the organization’s permission.

___ Training participant
___ Organizational representative

10015 Old Columbia Road – Suite B-215 – Columbia – Maryland – 21046
Voice: 410-312-5599 – Email: mateem@cultureandlanguage.net – www.cultureandlanguage.net
Organization (if applicable):______________________________________________________

Name of authorized signatory of licensing agreement:________________________________

Email of authorized signatory:_____________________________________________________

Phone number of authorized signatory:______________________________________________

Address of authorized signatory:___________________________________________________

______________________________________________________________

Required documentation

Please submit the following documentation to Maisoon Ateem Abdelrhman, Program Manager, at: mateem@cultureandlanguage.net.

• College degree OR official transcript
• Interpreter training certificates demonstrating a minimum of 40 hours of interpreter training OR proof of medical interpreter certification OR proof of court interpreter certification
• Proof of language proficiency testing in the non-native language OR proof of medical interpreter certification OR proof of court interpreter certification
• Resume

___ I understand that my application is not complete until I have submitted the above documentation to: mateem@cultureandlanguage.net.

How did you hear about Cross-Cultural Communications? (Please select one.)

___ Referral from: family/friend/colleague
___ Maryland Court Interpreter Program
___ I’ve already taken a CCC program!
___ Online search
___ Social media
___ Industry conference/event
___ CCC newsletter – Intersect
___ Other email from CCC
___ Interpreting association (NCATA, DVTA, ATA, etc.)
___ Other

If other, could you explain?_______________________________________________________

CCC Registration Policies and Procedures

___ I have read and understood the Training Registration Policies and Procedures described below, including that pertaining to refunds.
Cross-Cultural Communications (CCC) Registration Policies and Procedures

Registration and payment
Public trainings offered by CCC feature a deadline for payment and registration effective two weeks prior to the start of the training. Full payment is due at that time in order to reserve a place in the training program. Space for our programs is filled on a first-come, first-paid basis.

Payment can be made by credit card (VISA, Mastercard, Discover, American Express) or by check (made out to: Cross-Cultural Communications, LLC). Our website currently only accepts credit card payments. Please contact us (mateem@cultureandlanguage.net) if you need an invoice and/or would like to pay by check.

Please send checks to:

Cross-Cultural Communications, LLC
10015 Old Columbia Road
Suite B-215
Columbia, MD 21046
USA

Confirmation of registration
Upon receipt of online payment for a training registration, within 2-3 business days an email confirmation will be sent to the customer.

Approximately two weeks before the first day of a training program, a welcome email will be sent to all training participants. This welcome email will reconfirm the training location, date(s), time(s) and include further information such as trainer bio(s), contact telephone number(s) and item(s) that participants should bring to the training.

Approximately 2-3 days before the training, a final reminder email will be sent to training participants.

Refunds and credits
A refund request for a training program fee must be submitted in writing to Maisoon Ateem Abdelrhman, Program Manager at: mateem@cultureandlanguage.net. Refund requests submitted before the two-week training registration deadline will be subject to a $150 cancellation fee. Refund requests submitted in the two-week period from the day of the registration deadline up until 11:59PM of the day before the training will be subject to a cancellation fee in the amount of 50% of the training program fee. Refunds will not be given after this deadline. Rather, a credit may be issued upon request submitted within two weeks of the first day of the training program, meaning that in the event of being unable to attend a program, a participant may submit a written request to apply that training program fee to a future program. If approved by CCC, this amount will be kept on file as a credit for up to 2 years, after which the amount will be forfeited.

Cancellations
In the event of a training program cancellation, CCC will communicate this information to training participants as quickly as possible. Training participants can either request a refund or apply the training registration fee as a credit toward a future program.

Filming and Photography Release
Training participants agree to be filmed and/or photographed by Cross-Cultural Communications, LLC.
Training participants grant to Cross-Cultural Communications, LLC and its subsidiaries, affiliates, successors, assigns and designees (collectively, “the Released Party”), approval for past use and the absolute right and permission for present use of any photographs, videos, recordings or images taken of training participants for any legitimate purpose in any manner or media, worldwide, in perpetuity, without notice to training participants and without limitation, condition, consideration, consent or compensation.

Training participants’ image and/or voice may be copyrighted, used and/or published individually or in conjunction with other photography or video works, and recordings, in color or black and white, in any medium including, without limitation, print publications, public broadcast, CD-ROM format, and for any lawful purposes, including, without limitation, trade, exhibition, illustration, promotion, publicity, advertising or electronic publication in the world and/or on the Internet and worldwide web.

In practice, CCC uses photos or video clips primarily for promotional purposes on CCC’s websites, newsletter, fliers and social media posts.