



Instructor Course Rescheduling Policy

ProSafety Instructor Course candidates may be eligible to reschedule their course if necessary. We understand emergencies arise, and will do our best to accommodate rescheduling.

Rescheduling must be completed at least **48 hours prior** to the Instructor Course. Please note, rescheduling an Instructor Course **voids eligibility for a refund**. Instructor candidates may reschedule up to **three times**. Instructor candidates may incur additional shipping fees in order to ship the course materials to the new location.

For extenuating circumstances, contact our sales department.

If the course is rescheduled due to low enrollment, weather, or Instructor Trainer illness, the enrolled candidates will choose the new course date and location. Refunds will be issued when needed.

Instructor Course Refund/Cancelation Policy

ProSafety Instructor Course candidates may receive a full refund for cancelations made at least **10 business days** prior to the Instructor Course.

A 50% refund will be issued for cancelations made **less than 10 business days** prior to the Instructor Course. **No refunds will be issued for cancelations made 5 business days or less prior to the Instructor Course.**

If the cancelation is made by the instructor candidate, any fees paid to ProSafety may be transferred to another ProSafety Instructor Course. Once a transfer of fees is made, the offer for refund is canceled.