

## Continuing Education Policy

Revised February 6, 2024

Registration is to be conducted on-line using the registration link provided on the school's website (<https://www.psmt.edu/ceu>). Make sure that you provide your current contact information when registering, as any communications will be sent to your email address. No registrations for workshops will be accepted after the Friday before one week prior to the start of the workshop. If there are any issues with registering in this manner, email [ce@massageschoolpittsburgh.edu](mailto:ce@massageschoolpittsburgh.edu).

Full payment is due upon registration for any workshop. The price for the workshop is noted on the school website.

In order to register for any Pittsburgh School of Massage Therapy sponsored continuing education workshop, you must be in good standing with the school. This means that any financial obligations to the school are up to date. If you are not in good standing and you register for a continuing education workshop, your registration will be cancelled, and your payment will be refunded less a \$50 processing fee.

The wearing of masks is optional at the Pittsburgh School of Massage Therapy.

Presenters and attendees shall disinfect any School owned equipment that is used during the workshop, specifically massage tables. Please return the classroom to the condition in which it was found.

Occasionally we do have to cancel workshops due to low enrollment. If a workshop is cancelled by the school for any reason, our liability is limited to a return of the registration paid. If you cancel your participation within 21 days of the workshop, there will be no refund of your registration. If you cancel more than 21 days before the workshop, the balance of your registration will be refunded less a \$25 processing fee. If you do not show up for a workshop for which you are registered without cancellation, no refund will be issued.