**2024 Team Training Application Frequently Asked Questions**

Tuesday October 22-Thursday October 24

Minneapolis, MN

Applications open: May 1

Pre-requisites open: June 1

Applications close: September 23

Prerequisite completion: October 7

**Eligibility**

**What are the eligibility requirements to apply for Team Training?**

To be eligible to apply, participants must be an actively working licensed full-time employee, MD fellow, or full-time student in one of the targeted professions listed.

**Applications**

**Do I need to set up a Learning Lab account to apply?**

No, you do not need to set up a Learning Lab account to apply.

**Can I apply to Team Training and Advanced Team Training at the same time?**

You will need to complete the Team Training application first. Once accepted, you may then apply for Advanced Team Training. Please note these are two separate programs. For accreditation purposes, you will need to complete a separate application for the Advanced Team Training. Although you will be automatically eligible to attend, acceptance will be based on availability of seats.

**Does my team have to apply at the same time to receive the team rate?**
No, do not wait! This program can quickly fill, so apply early. Your team does not need to apply at the same time to get the team rate. There is a checkbox on the application to indicate you’re attending with a team. Each team member must apply and pay separately.

**Acceptances**

**What is the next step after the application has been submitted?**

All applications are reviewed by PF team and committee members as needed. Acceptances occur on a rolling basis and focus on balance between disciplines. As a result, you may be placed on a temporary waiting list even while spots are available.

 **When can I expect to hear about the submitted application?**

Acceptance emails are typically sent within a week of application submission. You will receive an email notification of acceptance with payment instructions to complete your enrollment.

**Payments**

**How do I pay?**

Each person must pay individually with a credit card for each program attended. Payment will be made online via a PayPal link provided in your acceptance email. Checks and group payments will not be accepted. A detailed receipt is immediately emailed to you upon payment. Tickets are priced based on your selection at the time of payment (individual rate ticket or team rate ticket).

**When is payment due for this course?**

Payment is due within two weeks of acceptance email. If payment is not received within two weeks, your reserved seat will be given to someone on our wait list. Beginning September 16, payments will be due within 48 hours of acceptance.

**If I have been accepted to both Team Training and Advanced Team Training, can I pay for both programs at the same time?**

No, you will need to pay for each separately as each program has its own registration, accreditation, and payment process.

**If I am attending with a team, can we pay one time for the whole team?**

No, each team member must complete registration and make payment separately through the online payment system.

**What if I answered that I'm attending as an individual and then our facility sends additional people to qualify for the team rate?**

If you paid the full amount of a ticket and later find you have 2 other colleagues from your facility who would like to attend, the Parkinson’s Foundation will refund the difference of the full price paid vs. the team price back to the original card used for the ticket purchase. The foundation will also refund the difference of the full price paid vs. the extended discount for attending both programs (if applicable). Email your refund request to dberan@parkinson.org

**Are there discounts/promo codes available?**

Yes, the following discounts are available for full-time students, MD fellows, and VA staff:

* **Students – must be full-time student in one of the listed disciplines in the target audience. Please note that only 2 students per listed discipline can be accepted.**
* **MD Fellows – Free registration is available for up to 2 MD fellows per training. Registration fees will be required for additional MD fellows to attend.**
* **VA special pricing is limited to availability and must be preapproved by Denise Beran to receive a VA discount code. Contact Denise Beran** **dberan@parkinson.org****.**

**Cancellations & Refunds**

**How do I cancel if I need to?**

Please notify us immediately! This program has limited seating within each profession and a waiting list is created when we reach discipline capacity. If you must cancel, please let us know immediately so we have time to notify another professional on the waiting list who may need to make travel plans.

**What if we pay the team rate for 3 and then 1 of our team must cancel?**

**You will be notified the difference in payment must be paid by you and your colleague to continue in the program.**

**What is the refund policy if I need to cancel?**

* Cancelations are fully refundable until June 14th.
* From June 14th- July 15th, cancelations are refundable, less a $50 processing fee.
* After July 15th, cancelations are no longer refundable. You may donate your ticket to another team member in your facility accepted to attend if you request and receive written approval from Denise Beran. You can also elect to donate your paid ticket amount to the Parkinson’s Foundation (a donation receipt will be provided).
* All refunds are processed through PayPal.