

Continuing Education Frequently Asked Questions



If my seminar has a registration fee, how do I pay?

You may pay via credit card by calling Samantha Oras at 973.538.8822 x249. Checks can be made out to Employment Horizons and mailed to

Employment Horizons
Samantha Oras/Continuing Education
10 Ridgedale Ave
Cedar Knolls, NJ 07927

Please include your name and the seminar you are registered for with your check.

If my seminar has a registration fee, do I need to pay in advance?

Yes, all registrations must be paid for in advance to secure your spot. You are unable to pay or sign up at the door. If payment is not received prior to the seminar, you will not be permitted to access the training and you will not receive a certificate of completion.

I signed up for a seminar, but now I can't attend. What do I do?

If you can no longer attend the event you have registered for (whether this is a free or paid event), please email Samantha Oras at soras@ehorizons.org as soon as possible. For free trainings, this may allow individuals on a waitlist to attend. For paid trainings, you must email soras@ehorizons.org at least two business days prior to the training in order to receive a refund. You may also send someone else in your place, but please notify us via email.

Where is the training held?

All trainings are held at 10 Ridgedale Avenue in Cedar Knolls, NJ. You will enter our parking lot from Ridgedale Avenue (not from Wing Drive). When entering, you will drive $\frac{3}{4}$ of the way around the building to get to the front door (the front door has a bench and landscaping out front, with a long ramp). You may park in any available parking spot. Our parking lot is very active, so please drive cautiously. Upon entering the building, please let the front desk staff know you are there for the seminar.

It's terrible weather! Are you still holding the training?

In the event of inclement weather that causes a cancellation, we will post this information on our website (www.ehorizons.org). If the agency is closed (as noted by a recorded message on our main number 973.538.8822), the training will also be cancelled. If the agency is closed, that information will be on our phone and website by 7:00am. If the agency is open, it is possible a seminar could still be cancelled if the presenter cannot travel to our location. We will work with the presenter to make that determination as early as possible. If there is no special message on our website or our phone and/or you have not received an email cancellation, the seminar is still scheduled to be held. If there is an unforeseen cancellation for any reason, we will make attempts to email participants to alert them of this cancellation. Please make sure you provide a reliable email address.

How do I get my certificate of completion for the training I attended?

Eligible participants are awarded a certificate of completion at the end of the seminar. You must attend the entire training (and sign in/out) to receive the certificate. Your certificate will be emailed to the email address provided during registration.

I really wanted to attend this training, but it's full. What can I do?

Contact Samantha Oras at soras@ehorizons.org to be added to the waitlist. If cancellations are received, individuals on the waitlist will be notified in the order their requests were received. If you are on the waitlist, but have not been contacted to attend, please do not report to event site. Please only join us if you have been contacted to attend the training.

I have questions you didn't answer here.

Please contact Samantha Oras at soras@ehorizons.org or 973.538.8822 x249 for any additional questions.