**ADDITIONAL INFORMATION**

**APPLICABLE TO ALL WORKSHOPS**

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**Accommodations**: Facilities and programs are accessible to persons with disabilities. If you have a special need, and plan to attend a workshop provided by Anchor Psychotherapy, Inc., please contact Bren M. Chasse, LMFT at (626) 765-9944 or by e-mail at bchasse@anchorpsychotherapy.com. Please allow as much advance notice as possible so as to ensure ample opportunity to meet your needs. Anchor Psychotherapy, Inc. and provider Bren M. Chasse, LMFT, will follow all applicable local, state, and federal standards, including the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12101-12213 (2008).

**Refunds**: Requests for refunds must be made in writing and received no later than 5 business days prior to the event. Refunds will be processed within 3-5 days upon receipt of written request. A $25 administrative fee will be deducted for cancellation of a paid event throughout the cancellation deadline. Requests for refunds received after the cancellation deadline will be denied. This provider has the discretion to issue a refund that does not comply with the policy. Should this provider be unable to present in the case of an emergency, this provider will issue a full refund to all participants and inform them of the cancellation through email and phone (if necessary).

**Grievances**: Any questions or complaints (i.e. course content, facilities, certificates, miscellaneous occurrences), should be directed to Bren M. Chasse, LMFT at (626) 765-9944 or by e-mail at bchasse@anchorpsychotherapy.com.

**Certificate of Completion**: All Certificates of Completion will be issued only after your payment has been made in full, and you have completed all required components of the certification course. Please be sure you sign in and out so that I may e-mail you your certification.

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Bren M. Chasse, LMFT (LMFT94662) is approved by the California Association of Marriage and Family Therapists (CAMFT) to sponsor continuing education for LMFTs, LCSWs, LPCCs, and/or LEPs. Anchor Psychotherapy, Inc. maintains responsibility for any program, course, and/or workshop, and its content. Provider Number 92692.