NHTIAD Registration and Cancellation Policy [effective 2/1/2019]

All cancellations must be received in writing via mail, email or fax.

Registration is not complete or guaranteed until payment is received. Your registration will be placed on a pending list and a seat is not confirmed until payment is received. In the event of non-attendance/NO SHOW (without proper cancellation as outlined below) payment will be forfeit.

You may cancel your registration up to seven days before the training date by transferring your registration to another NHTIAD training of your choice within 12 months or by sending a substitute from your organization. If you need to cancel less than seven days prior to the designated training, there will be no refund, however you may send a substitute in your place. When using US mail, the postmark will determine date of cancellation.

Apart from inclement weather or trainer illness, if NHTIAD must cancel a training, this determination will be made ten days prior to the date of the training whenever possible, and you will have the option of a refund or transferring your registration to another training. In the event of trainer illness or weather cancellation as determined by NHTIAD, NHTIAD will make every reasonable effort to reschedule the event in a timely fashion. You will have the option of attending on the new date, a refund, or transferring your registration to another training. To verify if an event is being cancelled due to weather conditions, check our Facebook or call (603) 225-7060, after 6:30 a.m. the morning of the event. The answering machine will have any cancellation information, if needed. If you call, and there is no message referencing cancellation, then the training is proceeding as scheduled. Send registration or cancellation information to:

Mail: NHADACA
130 Pembroke Road, Suite 100
Concord, NH 03301

Email: traininginstitute@nhadaca.org
Phone: (603) 225-7060
Fax: (603) 589-1191