



MRTQ PDN Training Waiting List Policy

1. Purpose

To provide clarity on the management and use of the MRTQ PDN Training Waiting List and to ensure that its application is fair and responsive to providers' needs.

2. Policy

The Training Waiting List provides data on the level of demand for specific training and supports MRTQ PDN in determining if additional training offerings are necessary. It is also intended to facilitate enrollment of providers for whom completion of a specific training is most critical. Providers may place themselves on a waiting list for a training when enrollment in a current offering is closed.

Waiting lists are not specific to training dates but to training curriculums. Providers get access to a general waiting list for the curriculum and will be offered the next available space in whichever training is open.

a. Determining When an Additional Offering is Warranted

When more than 10 individuals are on a waiting list for a training, MRTQ PDN will determine if an additional offering is warranted. Factors that inform this determination include:

- Current and anticipated demand
- Current state initiatives
- Funder priorities
- Budgetary constraints
- Availability of qualified trainers

Notification of Those on a Waiting List

- i. If another offering of the training for which a provider has placed themselves on the waiting list is currently on the training calendar and there is space available, the provider will be sent a one-time registration email. If the provider fails to enroll themselves within 3 days, the training space will be made available to other providers, and that provider will be removed from the waiting list.
- ii. If MRTQ PDN determines that an additional training offering is warranted, those individuals on the waiting list for the training will be sent a registration email one week prior to registration being made available to the public. The provider will have one week to enroll in training before it is opened to the public, and if the provider fails to enroll, they lose their priority registration status.

b. Maintenance of Waiting Lists

MRTQ PDN training waiting lists are reset at the start of each training term. Providers on a waiting list in a previous training term will not be notified or given priority registration for an offering in the current training term. Providers will not be placed on future waiting lists in the next term.