



DBH TRAINING INSTITUTE

## VIRTUAL TRAINING POLICIES

1. Log in at least 15 minutes early to setup audio and visual connections.
2. Late arrivals will not be admitted into the training.
3. Enter your first and last name and the email address associated with your Training Institute account into the WebEx sign in page.
4. Log in to the training on a computer (laptop or desktop). **Using a mobile device such as a tablet or cellphone is prohibited.**
5. You must remain logged in for the full duration and attend all scheduled days.

Cancellations must be completed online at least 48 hours prior to the event.

If you require auxiliary aids or services under the Americans with Disabilities Act, Amendment Act (ADAAA), or language access services under Title VI of the Civil Rights Act of 1964, please contact the DBH Training Institute at [dbh.training@dc.gov](mailto:dbh.training@dc.gov) or 202-671-0343 **at least ten days prior to the training event**. The D.C. Department of Behavioral Health will do its best to accommodate your request. DBH will notify you in advance if accommodations have been successfully arranged.