

This policy is in effect as of October 12, 2022.

Please Note:

The following policy changes will go into effect starting with registration for the January 17, 2023, First Assist Workshop. This policy does not affect registrants currently enrolled or those who intend to enroll in any 2022 First Assist Workshop sessions.

Registration & Cancellation Policy

Please review the following registration and cancellation policy prior to registering and note that by registering you agree to adhere to this policy in full. Please email any questions to ce@acnm.org.

To qualify for the ACNM member rate, your membership must be active and not past your expiration date. If you are past your membership expiration date, you must renew your membership prior to the time of registration to qualify for the member rate. Adjustments and/or refunds for registration fees will not be given to individuals who register at the non-member rate and later join ACNM.

First Assist packets (the felt and sutures provided by ACNM and used on the day of the workshop) are sent 12 – 13 days prior to the day of the First Assist Workshop session. You are required to provide an up-to-date mailing address to ensure your First Assist packet is sent to the correct address. If an address is not provided, we will use the address on file. If the mailing address on file is not correct and you do not receive a First Assist packet you will have to secure your own materials.

Free class changes are not permitted for this workshop. All learners must come to the workshop prepared, which includes having completed all prerequisite materials (exam, review of videos, and textbook). If you feel you are not prepared, you may withdraw from the course at any time, however, a refund is not guaranteed. Unfortunately, due to the nature of this training, we are unable to transfer registration to future trainings.

For this virtual training (10:00 AM – 4:00 PM EST), all participants are required to be in a stationary location. In addition, registrants will need to have their cameras on for the entire training. This workshop is not recorded and can only be attended live.

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Registration refunds for this workshop will adhere to a sliding scale. If you withdraw at least 4 weeks prior to the day of the First Assist Workshop, you are eligible for a full refund. If you withdraw at least 3 weeks prior to the day of the First Assist Workshop, you are eligible for a 50% refund. If you withdraw less than 3 weeks prior to the day of the First Assist Workshop, there will be no refunds. **Please reference the refund deadlines below for each First Assist Workshop session.** Fees paid for workshop prerequisite materials are non-refundable. Should you cancel your training, you will not be compensated by ACNM or the course instructors. **All First Assist Workshop cancellations must be submitted in writing to ce@acnm.org.**

2023 First Assist Dates*

- Tuesday, January 17
 - Registration closes: Monday, January 2
 - First Assist packets mailed: Wednesday, January 4
 - Full Refund Deadline: Tuesday, December 20
 - 50% Refund Deadline: Tuesday, December 27
- Tuesday, February 21
 - Registration closes: Monday, February 6
 - First Assist packets mailed: Wednesday, February 8
 - Full Refund Deadline: Tuesday, January 24
 - 50% Refund Deadline: Tuesday, January 31
- Tuesday, March 21
 - Registration closes: Monday, March 6
 - First Assist packets mailed: Wednesday, March 8
 - Full Refund Deadline Tuesday, February 21
 - 50% Refund Deadline: Tuesday, February 28
- Tuesday, April 18
 - Registration closes: Monday, April 3
 - First Assist packets mailed: Wednesday, April 5
 - Full Refund Deadline Tuesday, March 21
 - 50% Refund Deadline: Tuesday, March 28
- *Please note that the May First Assist Workshop session will be hosted as part of the 2023 Annual Meeting and therefore be subject to different registration, instructors, and policy. Information concerning this session will be made available on the [2023 Annual Meeting site](#) once available.*
- Tuesday, June 20
 - Registration closes: Monday, June 5
 - First Assist packets mailed: Wednesday, June 7
 - Full Refund Deadline: Tuesday, May 23
 - 50% Refund Deadline: Tuesday, May 30

This policy is in effect as of October 12, 2022.

- Tuesday, July 25
 - Registration closes: Monday, July 10
 - First Assist packets mailed: Wednesday, July 12
 - Full Refund Deadline: Tuesday, June 27
 - 50% Refund Deadline: Tuesday, July 4
- Tuesday, August 22
 - Registration closes: Monday, August 7
 - First Assist packets mailed: Wednesday, August 9
 - Full Refund Deadline: Tuesday, July 25
 - 50% Refund Deadline: Tuesday, August 1
- Tuesday, September 19
 - Registration closes: Monday, September 4
 - First Assist packets mailed: Wednesday, September 6
 - Full Refund Deadline: Tuesday, August 22
 - 50% Refund Deadline: Tuesday, August 29
- Tuesday, October 17
 - Registration closes: Monday, October 2
 - First Assist packets mailed: Wednesday, October 4
 - Full Refund Deadline: Tuesday, September 19
 - 50% Refund Deadline: Tuesday, September 26
- Tuesday, November 14
 - Registration closes: Monday, October 30
 - First Assist packets mailed: Wednesday, November 1
 - Full Refund Deadline: Tuesday, October 17
 - 50% Refund Deadline: Tuesday, October 24
- Tuesday, December 12
 - Registration closes: Monday, November 27
 - First Assist packets mailed: Wednesday, November 29
 - Full Refund Deadline: Tuesday, November 14
 - 50% Refund Deadline: Tuesday, November 21

*All the dates listed are subject to change, but all learners enrolled will be given notice as soon as changes are made.