

# CTANW Lunch & Learn



## User Agreement

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### To access materials, you will need:

- 1) A computer, smart phone or similar device capable of streaming video;
- 2) Access to the internet.

To customize certain presentations or materials, you will also need access PowerPoint, Word and/or Excel.

### When you access the materials, you agree:

- 1) To use training materials only for their intended training purposes;
- 2) Not to upload to any other sites or share or use the materials in any other way;
- 3) To keep confidential all passwords and materials.

### Use of Materials:

- 1) This material is intended for your individual learning and/or your agency's internal training.
- 2) "Customize the Training" materials may be tailored for your own training. When doing so, please be sure to include any credits identified in the material and to clearly identify your

own additions.

- 3) CTANW trainings are provided for educational and informational purposes only, and you should always consult and rely upon your own legal guidance, federal/state/local laws, and any contract requirements you may have.
- 4) Use of the service is an agreement to indemnify and hold harmless CTANW, its board of directors, staff, volunteers or assigns.

### **Funding Transparency:**

- 1) In the 2017-2019 biennium, CTANW received funding from the WSDOT RTAP program to develop and produce this training material.
- 2) CTANW may charge a “Training Access Fee” to cover the cost of administration and to support CTANW’s overall programs and services.
- 3) If the “Training Access Fee” is a barrier to your use of the services, please contact [info@ctanw.org](mailto:info@ctanw.org) to inquire about scholarship options.

### **Program Access & Refunds:**

- 1) Training materials are provided immediately upon submission of your “Training Access” form. As such, CTANW is unable to offer refunds for this type of training.
- 2) CTANW ensures access to materials for as long as CTANW offers this program.

### **Survey:**

CTANW may request your participation in a survey following your access of training materials. Surveys are designed to help ensure CTANW is providing quality, informative and user-friendly educational materials.

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### **Questions:**

CTANW strives to continuously improve our programs and services, and to answer any questions you may have. Email us directly at [info@ctanw.org](mailto:info@ctanw.org).

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*User Agreement May Be Updated from Time to Time  
Last Updated January 5, 2018*