

Registration Policy

Confirmation and Communication: ITD will communicate training changes or cancellations to you via email. If you do not have regular email access, you will receive confirmation by mail and we will communicate changes by telephone. Please provide a reliable contact phone number.

Location: Training sessions take place at Talbert House Executive Offices, 2600 Victory Parkway, Cincinnati, OH 45206 unless otherwise specified. Parking is available in our south lot on Taft (designated "St. Anthony of Padua Church"), across the street from the Offices.

Payment: Cash, check, money order payable to Talbert House ITD, and credit card payments accepted. You may mail your payment to:

Talbert House Executive Offices
Attn: Training
2600 Victory Parkway
Cincinnati, OH 45206

We also accept payment at the door on the day of training. See [FAQs](#) for payment instructions.

Cancellations/Refunds: You may cancel via email to ITD.registrations@talberthouse.org anytime up to 7 days before the day of training and request a credit toward future trainings. The training fee becomes due in full upon late cancellation (less than 7 days before the date of training) or for failure to attend a training for which you have registered. If you find you cannot attend, you may send a substitute to take the training in your place.