

Documentation Wizard®

Misery or Mastery®

Essential Documentation for Psychotherapists

March 14 and April 18, 2026, Training Policies

PAYMENT OPTIONS

Payment is completed through our secure online registration using a credit or debit card.

CEs

This program has been approved by *MaMHCA/MCEAP* for 6.5 CEs.

Application for *social work* continuing education credits has been submitted to ASWB for 6.5 CEs.

Please contact us at support@documentationwizard.com or visit <https://documentationwizard.com/live/> for the status of social work CE accreditation.

It is your responsibility to make sure our CE approvals meet the qualifications of your state licensing board.

CE credits cost \$30 paid upon registration.

Participants are required to sign in and out for attendance tracking. After completing the training, participants who purchased continuing education credits will receive a training evaluation. Once you have completed your training evaluation, you'll be handed your completed certificate. To earn continuing education credits, participants must attend 100% of the training and meet all attendance requirements for their eligible profession.

EMAIL POLICY

We make every reasonable effort to send timely emails related to this training, including course information, updates, and weather-related notices. Email delivery, however, is ultimately dependent on your email provider's settings and filtering systems, which are outside of our control.

To help ensure you receive our emails, we strongly recommend adding **support@documentationwizard.com** to your email contacts or safe sender list. This step is especially important for Gmail, Yahoo, and Outlook users.

CANCELLATION & REFUND POLICY

No refunds are available for cancellations regardless of the reason or time frame. If a cancellation occurs 30 days or more prior to the event beginning, participants may apply the fee to a future program, either live in-person, a live webinar, or a recorded webinar.

Weather impacts live events: For live, in-person events, the training may be moved to a live Zoom format if weather or other unforeseen circumstances make an in-person gathering impractical. Any changes will be communicated by email prior to the scheduled start of the event, with as much advance notice as possible.

This course may be rescheduled in the event the presenter is unable to deliver the training on the date scheduled. It may be cancelled by Documentation Wizard, LLC, if minimum enrollment requirements are not met or in the case of unexpected circumstances. If this occurs, a full refund will be provided.

SPECIAL ACCOMMODATIONS

For Hard of Hearing

The presenter will use a microphone. Please let us know if you need to sit in the front of the room one week prior to the event so we can reserve a seat for you.

If weather dictates that this training be on Zoom, you will have the option to use closed captioning.

Accessibility

The Amherst, MA site is fully accessible. Enrollment is limited to 60 participants.

The Westwood, MA site has steps and is not readily accessible. Enrollment is limited to 30 participants.

GRIEVANCE POLICY

Documentation Wizard, LLC, seeks to ensure equitable treatment of every person and to make every attempt to resolve grievances in a fair manner. Please submit a written grievance to Beth Rontal, at bethrontal@documentationwizard.com and 617-522-6611. Grievances will receive, to the best of our ability, corrective action to prevent further problems.

Documentation Wizard, LLC, will comply with all legal and ethical standards. While we work hard to ensure fair treatment for all participants and attempt to anticipate problems, there may be an issue which requires intervention and/or action. When a participant, in written format, files a grievance and expects action on the complaint, Beth Rontal will take action to address the concern. Our practice is to respond to a grievance filed within 72 hours and develop a unique, relevant response to each complaint within 30 days. All Documentation Wizard staff are committed to communicating ethically and fairly with complaints.

DISCLOSURE STATEMENT

Documentation Wizard, LLC has no conflicts via financial relationship. In accordance with the standards set forth by professional organizations, Documentation Wizard does not market, re-sell or distribute health care goods or services consumed by, or used on, patients.