CPS HR **CONSULTING**

How to Cancel a Class and then Reschedule to a New Date

To reschedule to a new date, your existing enrollment/registration must be first cancelled.

Please contact the Training Center at trainingenter@cpshr.us to cancel your class.

You will receive a notification that your registration has been cancelled. Once cancelled, please search for the class in the Catalog and select the date that you wish to register for.