



## Workshop Registration Form

Each registration form *MUST BE COMPLETED IN FULL* to be processed.

### Participant's Information (please provide most current mailing address – print legibly)

Name:		Phone:	
Email:			
Mailing Address:			
City, Province:		Postal Code:	
<b>Please provide Agency information. (if applicable)</b>			
Agency Name:			
Billing Address:			
City:	Province:	Postal Code:	
Agency Phone:		Agency fax:	
WORKSHOP NAME	DATES <i>*please fill in</i>	PRICE	
ASIST		\$ 250.00	
ASIST Tune Up		\$ 145.00	
Suicide to Hope		\$ 250.00	
Little Cub		\$ 175.00	
Walk with Me		\$ 175.00	
Tattered Teddies		\$ 150.00	
Mental Health First Aid		\$ 185.00	
MHFA for Youth		\$ 195.00	
<b>Payment in full is required before the scheduled workshop.</b>			
<b>*****Space will not be reserved without payment *****</b>			
CMHA-ER reserves the right to cancel workshops if minimum registration numbers are not met or if weather does not permit.			
<input type="checkbox"/> Visa/MC #:	Expiry Date:		
<input type="checkbox"/> Card Holder's Signature:			
<input type="checkbox"/> Invoice Agency:	_____		
<input type="checkbox"/> Cheque or money order enclosed --- Payable to:	<b>CMHA – Edmonton Region</b>		
<input type="checkbox"/> Gift Card number	_____		

**\*NOTE:** If you are unable to be present for all hours of the workshop, you will not receive your certification. You cannot re-take the missed time and will be required to re-take the entire workshop, at your expense, in order to receive your certification.

**Cancellation Policy:** If a participant cancels their registration, a \$50.00 cancellation fee will apply. If a participant cancels their registration fewer than 2 business days prior to the workshop, no refund will be issued.

**Transfer Policy:** If a participant chooses to transfer workshop dates, a \$25.00 transfer fee will apply. No transfers will be accepted 48 hours prior to the workshop. Once you have transferred, you have forfeited your option to cancel your registration at a later date.

**Prices may be changed at any time without further notice.** We reserve the right to change our workshop prices at any time without further notice.

**Prices listed in any other websites may not be accepted.** We cannot always control when other sites are updated. We reserve the right not to accept a price listed on a site other than our own.