



## 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)***

<b>Name:</b>		<b>Phone:</b>	
<b>Email:</b>			
<b>Mailing Address:</b>			
<b>City, Province:</b>		<b>Postal Code:</b>	
<b>Please provide Agency information. (if applicable)</b>			
<b>Agency Name:</b>			
<b>Billing Address:</b>			
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	
<b>Agency Phone:</b>		<b>Agency fax:</b>	
<b>WORKSHOP NAME</b>	<b>DATES</b> <i>*please fill in</i>	<b>PRICE</b>	
ASIST		\$ 250.00	
ASIST Tune Up		\$ 145.00	
Mental Health First Aid		\$ 220.00	
<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.			
Visa/MC #:		Expiry Date:	
Card Holder's Signature:			
Email for receipt: _____			
Invoice Agency: _____			
Cheque or money order enclosed --- Payable to: <b>CMHA – Edmonton Region</b>			
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.