



## 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:	
Please provide Agency information. (if applicable)			
Agency Name:			
Billing Address:			
City:	Province:	Postal Code:	
Agency Phone:		Agency fax:	
Please check by the following program acknowledgments if you agree. This is only applicable for workshops that are hosted in-person (ASIST).			
<input type="checkbox"/>	I acknowledge that by participating in this workshop there is a risk and that I may be exposed to the COVID-19 virus. I hereby release the Centre for Suicide Prevention and The Canadian Mental Health Association Edmonton Region from all liability in relation to loss, damage and costs resulting from or associated with illness including all costs relating to my contracting or the contraction by those exposed to me of the COVID-19 virus.		
WORKSHOP NAME	DATES <i>*please fill in</i>	PRICE	
ASIST		\$ 300.00	
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.