

REGISTRATION FORM - 2 DAY WORKSHOP

► STEP 1 – CONTACT INFO

Name _____

Position _____ School / Organization _____

Address _____

City _____ Province _____ Postal Code _____

Work Phone [_____] Work Fax [_____]

Email _____

☐ No, I do not want to stay informed of upcoming events, exclusive offers and receive the quarterly eNewsletter.

► STEP 2 – WORKSHOP INFO

Workshop Name _____

Date _____ City _____

► STEP 3 – REGISTRATION FEES

Registrants	Early Bird Fee	Regular Fee
Individual	☐ \$399	☐ \$419
Group: 3-7	☐ \$384	☐ \$404
Group: 8-14	☐ \$369	☐ \$389
Group: 15+	☐ \$324	☐ \$344

\$20 OFF

EARLY BIRD DISCOUNT
Deadlines on each workshop page.

\$75 OFF

GROUP DISCOUNT
All groups must register online.
Groups do not have to work in the same school or agency.

GROUP: 15+

REGISTRATION FEES DO NOT INCLUDE TAX

Provincial Tax Rates: BC, AB, SK, MB, NWT, NU, YT, QC: 5% ON, NB, NL: 13% PEI: 14% NS: 15%

► STEP 4 – PAYMENT

☐ Visa ☐ MasterCard ☐ Cheque

Credit Card # _____ Expiry _____ / _____

Cardholder Name _____

Signature _____ Cheque # _____

EARLY BIRD DEADLINE

Registration and payment must be received by this date. Upon receipt of registration and payment, a confirmation email will be sent.

REGISTRATION FEE INCLUDES

Reference notes, certificate of completion, morning coffee, muffins and refreshment breaks. **Lunches are not included.**

GROUP REGISTRATION

Groups do not have to work in the same school or agency. Group registration must be completed online at: www.registration.jackhirose.com.

HOW TO REGISTER



ONLINE



EMAIL



PHONE or FAX



MAIL

WORKSHOP FEE DISCOUNTS

GROUP DISCOUNTS	1 Day Workshop	2 Day Workshop	3 Day Workshop
3-7 Registrants	\$10 off / person	\$15 off / person	\$15 off / person
8+ Registrants	\$20 off / person	\$30 off / person	\$30 off / person
15+ Registrants	\$50 off / person	\$75 off / person	\$100 off / person

All groups must register online to receive the group discount. Register your group at: registration.jackhirose.com

EARLY-BIRD DISCOUNTS

To receive the early bird rate, all workshop fees must be paid in full prior to the specified cut-off date. Registration forms submitted without payment will not be processed, and will not guarantee the early-bird rate.

WORKSHOP AIDE DISCOUNTS

Save \$115 on a one-day workshop, \$190 on a two-day workshop. By working as an assistant to the workshop coordinator, workshop aides will receive a discount for the workshop of their choice. Workshop aides must arrive by 7:00am on all days of the event and be willing to assist at all breaks, throughout the lunch break, and stay 30 minutes after the end of the workshop. Please keep in mind that we can accommodate a maximum of 3 workshop aides per workshop.

To apply for the workshop aides program, please email registration@jackhirose.com

CONTINUING EDUCATION CREDITS

Canadian Psychological Association (recognized by the Alberta College of Social Workers), Canadian Counselling & Psychotherapy Association, Canadian Addiction Counsellors Certification Federation, Canadian Vocational Rehabilitation Association, Canadian Professional Counselling Association, Employee Assistance Certification Commission (EAPA), Indigenous Certification Board of Canada (ICBOC).

The number of course credits will vary for each event. See the event listing for specific workshop accreditation.

TERMS & CONDITIONS

Our liability is limited to refunds for workshop fees only.

Jack Hirose & Associates Inc. reserves the right to cancel an event; please make hotel & travel arrangements with this in mind. In the event of a cancelled workshop, we will issue a full refund for **workshop fees only**. Jack Hirose & Associates Inc. is not responsible for any statements, acts, materials, or omissions by our presenters or participants. The use of audio and video taping devices, beepers, and cell phones by workshop participants is not permitted at any workshop. Children and unregistered guests are not permitted in the meeting rooms. Seats cannot be shared between individuals. The contact information provided during registration will be added to our mailing list. We will not sell our mailing list or grant access to third parties; you can unsubscribe at any time. To unsubscribe please visit our website.

CANCELLATION POLICY

All cancellations must be submitted by email at registration@jackhirose.com. Non-attendance at a workshop will not be grounds for any or partial refund / credit under any circumstances. **Refunds will be available minus a \$40 administration fee for cancellations made five business days or more prior to the event. No refund or credit under any circumstances will be available for cancellations less than five full business days prior to the event.** Exceptions to this will not be granted. If you are unable to attend, you are invited to send an alternate in your place at **no extra cost**. Please **notify us** of the alternate's full name and contact information, including their email address. Please double check your spelling.

CERTIFICATES

Provided for pre-registered attendees only. Those who register at the door, or want additional copies can download their certificate, free of charge, at certificates.jackhirose.com. Your name will appear exactly as provided during registration. Please double check your spelling and include your professional name.

RECEIPTS

Automatically sent by email when participants register and pay online. Please be aware spam filters can block email receipts. Participants who register at the door will be emailed their receipt once the payment has been processed (please allow up to two weeks for processing). Additional copies can be downloaded from certificates.jackhirose.com.

PLEASE REVIEW OUR PRIVACY POLICY: WWW.JACKHIROSE.COM

CONTACT US



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