

# Recognizing & Reporting Child Abuse and Neglect Training Registration Form

## Registration Form – September 10, 2008

Please complete a separate copy of this form for each participant registering for this training. Registration forms may be faxed to (919) 832-0308 to reserve your space; however, payment **must** be received by September 3, 2008 to complete your registration. Directions to training and suggested hotel accommodations will be sent with your official confirmation letter. For more information, please visit [www.preventchildabusenc.org](http://www.preventchildabusenc.org) or call 1-800-CHILDREN.

\_\_\_\_\_  
FIRST NAME LAST NAME

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
AREA CODE + PHONE NUMBER AREA CODE + FAX NUMBER

\_\_\_\_\_  
EMAIL ADDRESS (ONLY EMAIL CONFIRMATION WILL BE PROVIDED. PLEASE PROVIDE VALID EMAIL.)

Please inform us of any dietary restrictions you have: \_\_\_\_\_

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**Payment Options for Registration and CEU (Continuing Education Credits) Fees:**

All registration options include cost of lunch and materials

- \$60 Non-Members  \$50 Prevention Network Members
- \$10 CEU Credits (CEU fee is in addition to registration fee) \_\_\_\_\_ Required for CEU's  
LAST 4 DIGITS OF SS #

\$ \_\_\_\_\_ **Total Amount Enclosed**

**Payment Method:**

- Check** (made payable to PCA North Carolina)
- PO#** \_\_\_\_\_
- Visa**  **MasterCard**

\_\_\_\_\_  
Card Number Exp. Date

\_\_\_\_\_  
Name on card

\_\_\_\_\_  
Cardholder Address

**Please mail with payment to:**

Prevent Child Abuse North Carolina, 3725 National Drive, Suite 101, Raleigh, NC 27612

**Please review enclosed Training Policies.**



**Prevent Child Abuse**  
North Carolina

## **Training Policies**

### **Registration Policy**

Registration forms may be faxed to **919-832-0308** to reserve a space. It is the responsibility of the attendee to confirm that the faxed registration form has been received. Payment in full **must** be received at least one week prior to the training date in order to complete your registration. If payment has not been received by this time your space will be forfeited. If it is not possible to get a check processed one week prior to the training, evidence of the pending issue payment (such as a copy of a purchase order) may be acceptable at the discretion of PCA North Carolina.

### **Changes to Registration**

As a professional courtesy, PCA North Carolina should be notified of any registered participants who are unable to attend. Substitutions of registered participants can be made at any time. Please provide an updated registration form with substitute's information. For questions, call 1-800-CHILDREN.

### **Refunds/Cancellation Policy**

If you cannot attend for any reason, you must cancel your registration in writing. Phone cancellations cannot be accepted. All cancellations are subject to a \$20.00 processing fee. No refunds will be issued for cancellations received within one week of the training. Notification may be faxed to 919-832-0308. It is the responsibility of the attendee to confirm that the faxed cancellation notice has been received.

We regret that refunds cannot be made in cases of last-minute illness or emergency. However, another participant can attend in place of the registered participant at no additional cost. Please see "Changes to Registration" above.

In the event that the training is filled to capacity, refunds may be available with less than one week notice if another paying participant can be registered prior to the start of the training. This can in no way be guaranteed and you will not be notified of such until after the training.

### **Weather Policy**

If a training is cancelled due to inclement weather we will leave an outgoing voice mail on our main office line 1-800-CHILDREN by 6:30 AM on the morning of the training date. If weather becomes bad during the training, we will leave the choice to stay or go up to your personal discretion.

If training is cancelled due to weather, we will reschedule. You will be notified by mail or email of the new training date and will automatically be registered. At that time you will have the choice to cancel your registration if you can not make the new date (with full refund), or to move your registration to a new date.

We regret that refunds cannot be made if the training takes place and you do not attend.

**If you have any questions or need more information, please call 1-800-CHILDREN.**