





## **Registration Policies and Procedures**

### **Registration Deadline**

To register for a certification course or exam, candidates are required to submit payment with their registration form. Payment can be made by credit card or money order (we do not accept personal cheques).

### **Registration Fees**

Candidates who register at least 3 WEEKS PRIOR to the advertised workshop date will pay the early registration fee for the workshop (please see registration form for prices). Registrations may be completed online, by fax, phone (with credit card), or mailed into the office to meet this deadline. Mailed registrations must be post marked at least 3 WEEKS PRIOR to the advertised date to receive the early registration rate. Candidates who register less than 3 WEEKS PRIOR to the advertised workshop date will pay the regular registration fee for the workshop (please see registration form for prices). We do not recommend on site registration as we cannot guarantee availability of space or workshop materials without previous payment and notification.

### **Cancellation Policy**

If a Candidate has chosen not to attend a workshop, they may cancel their registration providing the cancellation is received in writing at least 2 WEEKS PRIOR to the published workshop date. Candidates who cancel a workshop prior to the 2 week deadline will be charged a \$10 (+ Applicable Taxes) Cancellation Fee. REFUNDS OR CREDITS WILL NOT BE ISSUED LESS THAN 2 WEEKS PRIOR TO THE WORKSHOP DATE.

### **Changing Workshop Dates**

Candidates may change their scheduled workshop date providing the request for change is received in writing (via email, mail or fax) at least 2 WEEKS PRIOR to the published workshop date. Candidates who change a workshop date will be charged a \$10 (+ Applicable Taxes) Deferral Fee. NO WORKSHOP CHANGES WILL BE ACCEPTED LESS THAN 2 WEEKS PRIOR TO THE WORKSHOP DATE.