





## Certification Registration Policies and Procedures

### Registration Deadline

Can-Fit-Pro strongly advises registering at least three weeks in advance of an event date to allow time to review the course and/or exam materials. To register for a certification course or exam, candidates are required to submit payment with their registration form. Registrations will not be processed without the correct payment.

### Registration Fees

Candidates who register a minimum of *three weeks prior* to the advertised course or exam start date will pay the early registration fee for the course and/or the exam. Mailed registrations must be post marked at least three weeks prior to the advertised date to receive the early registration rate.

Candidates who register *less than three weeks* prior to the advertised course or exam start date will pay the regular registration fee for the course and/or the exam. We do not recommend on-site registration as we cannot guarantee availability of space or course and exam materials without previous payment and notification.

*Once a registration is processed, discounts and/or promotional codes cannot be retroactively applied.*

### Membership

Candidates who register at the non-member rate receive a membership with Can-Fit-Pro.  
*Can-Fit-Pro membership fees are non-refundable.*

### Cancellation Policy

If a Candidate has chosen not to attend or defer, a course or exam, they may cancel, or defer, their registration providing the cancellation is received in writing (via email, mail or fax) at least ten business days prior to the published course or exam start date. Candidates who cancel, or defer, a course or exam before the ten business day deadline will be charged a \$25 (+ Applicable Taxes) Administration Fee.

*No cancellations, deferrals, or changes will be accepted if notice is given less than ten business days prior to the start date of the course and/or exam.*

If the Candidate has ordered Can-Fit-Pro materials (course manual, study guide, online course), a refund will not be issued for the materials.

### Course Materials & Shipping:

*Includes course manuals, study guides, key codes for online courses*

The regular shipping period is approximately ten business days from the time Can-Fit-Pro receives the registration. If you register less than ten business days in advance of the start date of the course and/or exam, you may not receive your materials prior to the start of the event.

Express shipping is approximately three to four business days from the time Can-Fit-Pro receives the registration. Course materials are not eligible for refunds, credits or exchange.

Unclaimed materials, and/or materials shipped to an incorrect address as provided by the candidate are subject to a \$15 (+ Applicable Tax) Reshipping Fee.

### Please Note:

Can-Fit-Pro reserves the right to cancel a previously scheduled course or exam if minimal participation requirements are not met. Your PRO Trainer will contact you should a course or exam be cancelled. We strongly advise you to confirm the status of your course or exam with your PRO Trainer prior to attending.