

Registration Form – Public Courses (ONE FORM PER PERSON)

By registering for a course, the registrant is agreeing to the registration terms, cancellation policies and liability risks on the following pages. Any organization sending a worker to a course agrees to these terms on behalf of the worker.

Participant Information

Name #1 _____ Date: _____

First _____ Last _____ M.I. _____

Street Address _____ Apartment/Unit # _____

City _____ Province _____ Postal Code _____

Office Use Only:

Phone: _____ Email* _____

*We ask each registrant to provide an email address, as you will be receiving your confirmation letter and a digital copy of workbook by email. If an administrator in your office is submitting the registration, please ensure to provide your email address and pass along the confirmation package and workbook to the participant.

Company _____

If you are an administrator, registering your staff person, please provide your name and email address:

Name of Administrator: _____ Email of Administrator _____

I verify that I am over the age of majority in the province where the course is being delivered. If you are not, please contact our office.

Please check this box if you DO NOT wish to receive email updates about courses scheduled for your area.

Medical/Allergy Information: _____

Courses to be Registered For

Course workbooks will be supplied digitally upon full payment of registration. (except for Tree Appraisal). If hard copies are required, please order a minimum of 2 weeks prior to course delivery to avoid postage charges.

Course Name	Date	Location	Hard copy of Workbook. (plus \$35 + GST)	Total Cost
			<input type="checkbox"/> \$35 additional	
			<input type="checkbox"/> \$35 additional	
			<input type="checkbox"/> \$35 additional	
A 25% deposit / course is required to be paid in order to register for a course. The remainder must be paid a minimum of two weeks prior to the course delivery.			TOTAL with GST/HST	
			Discount Code:	

Cost

1 Day Module - \$380 + GST/HST 2 Day Module - \$690 + GST/HST 3 Day Module - \$980 + GST/HST

Discount Available: 10% discount for purchasing two or more courses at one time for the same individual.

Payment

You may register by phone with credit card or mail/fax/email this form. Fax: 1-866-514-8236 or info@arborcanada.com

Mail cheque to: Arboriculture Canada, 1 McLeod Crescent, Olds, AB T4H 1E9

MC / Visa _____

Card Number	Expiry Date	3-digit code	Amount Authorized
Name on Card:		Signature:	

Notes pertaining to payment: _____

Registration received by: _____ Date: _____ Authorization #: _____

EQUIPMENT REQUIREMENTS

Each attendee is required to bring his/her own PPE (Personal Protective Equipment) including protection for mitigating the risk of the spread of COVID-19. The following is a list of items. If you do not have the following items, please complete the form below and we will contact you to discuss the borrowing of these items if necessary.

Mandatory Personal Protective Equipment/Apparel (PPE/PPA)

- Hard Hat (face screens are recommended and in some provinces are mandatory)
- Ear protection
- Eye protection
- Work gloves
- Chainsaw chaps / pants bearing a legible certification label
- CSA approved work boots (indicated by the Green CSA triangle) or equivalent (ANSI or EN approved)
- Hand sanitizer / hand wipes / disposable gloves
- Face mask or face covering

Please fill out the following and return to the ACTE office if you require to borrow any of this equipment.

Name: _____

Course Name: _____

Course Date: _____ City where course is held: _____

Personal Protective Apparel/Equipment that I don't have and need to borrow is:

Best Phone Number: _____

Email: _____

To Register

Mail or fax the attached form to our office **or** call to register over the phone

Registration Deadline

For us to adequately plan, we request registrations 14 days prior to the start of a class. Classes are expected to fill, however if we do not have the minimum numbers 14 days prior, the course(s) may be rescheduled or cancelled.

Course Workbooks

All students in open enrollment/public course events will automatically receive an electronic PDF copy of the course workbook upon completion of your full payment for the course. We will email you a link to a pdf copy of the workbook, which you can use to download a copy for your advanced reading and further reference. We will NOT be supplying hard copies to students at the course events, UNLESS you pre-order and purchase a hard copy. Hard copies will be sold at a cost of \$40/book + GST. If the book is not ordered a minimum of 2 weeks in advance, we can mail you a copy for the additional cost of mailing. (\$6)

Confirmation Letter

We ask each registrant to provide an e-mail address, as you will be receiving your confirmation letter and supporting information by email. If an administrator in your office is submitting a registration, please ensure to pass along the confirmation package & link of the digital workbook to the staff member who will be attending the training. **NO CONFIRMATION PACKAGES WILL BE SENT VIA REGULAR MAIL, UNLESS SPECIFICALLY ARRANGED WITH OUR OFFICE.**

Change of Name of Registrant

We do permit you to change the name of a registrant, however, there will be a \$30 administration fee (+ HST/GST) for any changes to names within 2 weeks before a course delivery or for name changes on the day of the course. (exception for COVID-19 related substitutions)

What to Bring / Equipment / PPA/PPE

Upon receipt of registration and payment, you will receive a confirmation letter informing you of the directions, what's needed for the classes and accommodation options. It is **mandatory for each student to bring his/her own PPA/PPE** (personal protective equipment/apparel). This includes hard hat, safety glasses, ear protection, chainsaw chaps (if chainsaws are part of your course), CSA approved footwear and gloves. In addition, it is the responsibility of every student to bring the sanitization and protection equipment for the prevention of the spread of COVID-19 (mask/buff, gloves, hand sanitizer, saniwipes). We encourage each participant to bring as much of the equipment and tools required for your course (a full list will appear in your confirmation letter) to avoid sharing gear at the course. The instructor will provide all gear/equipment (other than PPA/PPE) for use and will be implementing sanitization procedures for shared equipment.

Eligibility

Participants must be at least the age of majority in the province that classes are being held. Please contact our office if the registrant does not meet this requirement.

ISA Continuing Education Credits

ISA Certified Arborists will receive 8 CEU's for each 1-day module, 16 CEU's for each 2-day module & 24 CEU's for each 3-day module!

Course Materials & Certificates

Each student will receive a digital course workbook, Digital Certificate of Completion and a wallet card documenting their entire training history with Arboriculture Canada.

Payment Terms

A minimum of 25% is required to hold your space in any course. Full payment is required at least 2 weeks before the program. Each registrant who has been invoiced is responsible for making payments, either by cheque or notifying the office to process a credit card. If your course is not paid in full prior to the program, you may be turned away from the training program.

CANCELLATION POLICIES / WAIVERS AND LIABILITY



Cancellation Policy (for any cancellation that is NON-COVID-19 related)

30 or more days in advance: Full refund
13-0 days in advance: 100% penalty (no refund)

29-14 days advance: 25% penalty
no-shows: No refund.

Force Majeure

In the event either party is unable to fulfill its obligations under the terms of this Agreement because of acts of God, strikes, epidemics, pandemics, war, terrorism, governmental action or other causes reasonably beyond its control, each party shall not be liable for damages to the other for any damages resulting from such failure to perform. Any prepaid monies may not be returned, however, no penalties will be applied and prepaid monies will be held as credits for rescheduling the program. Credits given due to COVID-19 will be useable for a period of 2 years.

This clause is applicable to any student who cannot attend a course due to COVID-19 symptoms that are present at the date of delivery, or to rescheduling of a course by ACTE if the instructor has COVID-19 symptoms at the date of delivery.

Cancellation policy if rescheduling is required due to COVID-19 restrictions:

<https://www.arborcanada.com/blog/cancellation-policies-for-covid-related-rescheduling-of-open-enrolment-courses/>

Health Self-Assessment

Every student will be required to sign a Health Self-Assessment Declaration within 24 hours prior to course delivery or on the morning the course starts and verify health status on each subsequent training day. Failure to sign will result in dismissal from the course.

Liability and Waivers

Many Arboriculture Canada Training programs carry an element of higher risk due to the skills/tasks being taught. A liability waiver releasing ACTE of any liability for student personal injury or death is included in your registration forms above. You are required to sign this waiver as part of your registration process. You can sign the waiver and send with your registration form, or you can request a digital copy (DocuSign) to be sent to you and it can be signed digitally. Refusal to sign the waiver will result in dismissal from the course without a refund.

Arboriculture Canada Training & Education Ltd. has secured business and professional liability insurance coverage to support its operations, and is prepared to provide a Certificate of Insurance upon request. Insurance carried, and that will be maintained for the duration of the contract, is presently in force as:

Commercial General Liability Insurance \$5,000,000 Inclusive Limits per Claim and in the Aggregate
Errors and Omissions Liability Insurance \$2,000,000 Limit any One Claim or Annual Aggregate

To the extent only of the terms, conditions and limits of insurance coverage in force, Arboriculture Canada agrees to indemnify and hold the client harmless from and against all claims, liabilities, losses, damages, costs, expenses and causes of action relating to personal injury (including death) to persons or loss of or damage to property caused by negligence or willful misconduct on the part of Arboriculture Canada, its contractors, officers, agents or employees.

To the extent only of the terms, conditions and limits of insurance coverage in force, the client agrees to indemnify and hold Arboriculture Canada harmless from and against all claims, liabilities, losses, damages, costs, expenses and causes of action relating to personal injury (including death) to persons or loss of or damage to property caused by negligence or willful misconduct on the part of the client, its contractors, officers, agents or employees.

For certainty, both parties agree and acknowledge no responsibility or liability whatsoever to each other, nor to any related party, for any and all liability arising out of the transmission of communicative diseases, including but not limited to COVID-19, howsoever caused.

I have read and understand the Registration Guidelines, Registration Policies/Waivers and Liability statement. Please sign below:

Signature: _____ Print Name: _____ Date: _____