

Registration Form – Public Courses

Participant Information

Name #1 _____ Date: _____
 First Last M.I.

Name #2 _____
 First Last M.I.

Address: _____
 Street Address Apartment/Unit #

_____ City Province Postal Code

Phone: _____ Email* _____

Office Use Only:

*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.

Courses to be Registered For

Course workbooks will be supplied digitally upon full payment of registration. (except for Tree Appraisal and Tree Insect & Disease) 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	

Cost

1 Day Module - \$360 + GST/HST 2 Day Module - \$655 + GST/HST 3 Day Module - \$935 + 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

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

MC / Visa _____
 Card Number Expiry Date Name on the Card

Amount Authorized: _____ Signature: _____

Notes pertaining to payment: _____

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

REGISTRATION GUIDELINES

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 \$35/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.

What to Bring

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. If students do not own personal gear, we recommend attending the course before purchasing new equipment as we will have some gear available to borrow, however we do require that you bring your own P.P.E. (personal protective 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.

Cancellation Policy

30 or more days in advance: Full refund	29-14 days advance: 25% penalty
13-0 days in advance: 100% penalty (no refund)	no-shows: No refund.

Course Retake Policy

A discounted price of 50% is available to any participant who wishes to retake a training module within 3 years after the first time they have taken it. Full price applies after 3 years. Only 3 repeat students will be allowed into each course delivery. First come – first served.

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, 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.