



## 2009 Prevent Child Abuse NJ Training Registration Form

Space for all training is limited and pre-registration is required.

Program registration & fee (when required) must be received by PCA-NJ no later than two weeks before training date.

Confirmation and driving directions will be sent upon receipt.

PLEASE PRINT OR TYPE & USE ONE FORM PER REGISTRANT PER TRAINING

\_\_\_\_\_  
Registrant's Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Work Address

\_\_\_\_\_  
Program Affiliation

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
May we Contact you at Work?  Yes  No

\_\_\_\_\_  
Training Name

<input type="checkbox"/> N/A	<input type="checkbox"/> PLP	<input type="checkbox"/> TIP	<input type="checkbox"/> HF
<input type="checkbox"/> PIRC	<input type="checkbox"/> EPIC	<input type="checkbox"/> CF	<input type="checkbox"/> HF/TIP
<input type="checkbox"/> FOP	<input type="checkbox"/> PAT	<input type="checkbox"/> Other: specify below	

\_\_\_\_\_  
Training Date

\_\_\_\_\_  
Training Fee\*

(Includes \$35 non-refundable processing fee)

\_\_\_\_\_  
Contact Number for emergency cancellation of workshop

(In the event of severe weather or other emergency)

\*Part of the PCA-NJ Network of Programs? Please contact your PCA-NJ Program Specialist to confirm if training is covered by contract.

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**Submit Payment/PO# (if applicable) with registration to reserve your seat.**

\_\_\_\_\_  
Enclosed Check, made payable to Prevent Child Abuse – NJ

\_\_\_\_\_  
Purchase Order #

\_\_\_\_\_  
Credit Card (Visa or MasterCard only)

Name as it appears on card: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Complete all information and send registration and payment to PCA-NJ no less than 2 weeks prior to training.

MAIL: 103 Church Street, Suite 210, New Brunswick, NJ 08901

FAX: 732-246-1776 or

E-MAIL: TrainingAcademy@PreventChildAbuseNJ.org

Questions? Call 732-246-8060 x122 or email TrainingAcademy@PreventChildAbuseNJ.org

**I have read and agree to the Polices on Page 2: Signature: \_\_\_\_\_**



## Prevent Child Abuse New Jersey Training Policies

### Registration Policy

Registration forms may be faxed to **732.246.1776** 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 two weeks 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 in time, evidence of the pending issue of the check (such as a copy of a purchase order) may be acceptable at the discretion of PCA-NJ.

### Changes to Registration

As a professional courtesy, PCA-NJ 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.

### Refunds/Cancellation Policy

If you cannot attend for any reason, you must cancel your registration in writing. Phone cancellations will not be accepted. Cancellations received within two weeks prior to the training are subject to a \$35.00 processing fee. **No refunds will be issued for cancellations received within one week of the training.** Notification may be faxed to 732.246.1776. 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.

### Weather Policy

If training is cancelled due to inclement weather, we will leave an outgoing voice mail on our office line **1-732.246.8060 x109** by 6:30 AM on the morning of the training. If weather conditions worsen during the training, the choice to stay or go is at your personal discretion. If training is cancelled due to weather, we will reschedule. You will be contacted 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 cannot 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.

**Call the PCA-NJ Training Academy with questions or for more information @ 1-732.246.8060.**

I have read and understand the above policies.

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*Signature*

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*# to reach you in event of last minute cancellation*