

registration form



1 workshop information (please print)

STAFF NAME	NAME OF WORKSHOP	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2 participant information (PLEASE PRINT)

Program Name _____

Organization _____

Address _____

Postal Code _____

Phone _____

Fax _____

Email Address _____

Please add our organization's e address to the ECCDC's Upcoming Events e-mail listing to receive upcoming training opportunities, articles of interest, and Resource Library updates.

4 registration procedures

professional development events with registration fee

- Submit completed registration form with payment information (cash, cheque, credit card or invoice) to the ECCDC prior to the event (*contact information below*)
- Walk-in registrations permitted if space & trainer allows
- Once processed, payments are non-refundable; however, registration is transferable to another individual
- In the event of cancellation due to low registration or other unexpected circumstances, refunds will issued within 30 days
- Invoices are issued to organizations upon receipt of registration by fax or mail, with supervisor authorization

professional development events with rsvp

Where there is no charge for a workshop, a phone call, fax, or e-mail to confirm your attendance is required.

3 payment information (WHERE APPLICABLE)

Cheque Cash Invoice my organization* Visa** MasterCard**

* authorization required ** fill out info below

Supervisor signature for invoicing _____

Name as it appears on card _____

Card # _____

Expiry Date _____

Total Enclosed _____

did you know

Fees for training & workshops cover
 Nutrition breaks & meals
 External cost for Facilitators
 Training materials & handouts
 Off-site facility costs

Participants in our training *never* pay for
 ECCDC coordination & design of events
 Training facilitation by ECCDC staff
 Facility costs at ECCDC
 Specialized equipment costs
 Advertising, flyers, and mailing costs