

REGISTRATION FORM:

Name:			
Title:			
Agency:			
Mailing Address:			
Email Address:	<input type="checkbox"/> Check the box to receive email updates from NHADACA		
Work Phone:			
Home Phone:			
NHADACA Member?	YES	NO	
Party responsible for payment ?	Agency Contact Email Address: _____ Supervisors Signature: _____ <small>(Must be signed if your agency is paying, otherwise you will be considered responsible for payment).</small>		
Training (s) you are registering for:	Fee	Add \$5.00 for NASW CEUs	Total
Date	Title		
Do you require special accommodations to attend this workshop? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify _____ <small>Conference site is wheelchair accessible. Sign language interpreter, assistive listening devices or other accommodations are available upon request.</small>			

For more information, to send registration forms or to send cancellation notice, please contact:

NHTIAD
 130 Pembroke Rd. Suite 100, Concord, NH 03301
 Phone: (603) 225-7060
 Fax: (603) 589-1191
 Email: traininginstitute@nhadaca.org

Please accept my tax deductible donation of \$ _____

Apply my donation to the following NHADACA program

Train-it-Forward Professional Excellence

Please indicate method of payment:

CHECK NUMBER: _____
 (Payable to NHADACA)

CREDIT CARD AMOUNT: _____

Visa MasterCard
 Amer. Express Discover

Credit card #: _____

Expiration Date: _____ CV Code: _____

Billing Address: _____

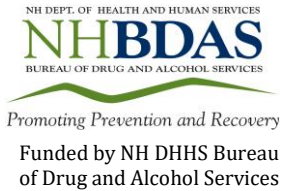
City: _____ Zip Code: _____

Signature

By submitting this registration form, you accept the terms of our cancellation policy (see policy below)

NHTIAD REGISTRATION AND CANCELLATION POLICY

All registrations and cancellations must be received in writing via mail, email or fax. If registration is not accompanied by payment, you or your agency, are still responsible for full payment and, in the event of non-attendance/NO SHOW (without proper cancellation as outlined below) will be sent an invoice, as materials have been purchased in reliance on your registration. No refunds will be issued. You may cancel your registration up to seven days before the training by transferring your registration to another NHTIAD training of your choice within 12 months or by sending a substitute from your organization. No refunds will be issued. If you need to cancel less than seven days prior to the designated training, there will be no credit or refund, however you may send a substitute in your place. When using US mail, the postmark will determine date of cancellation. Apart from inclement weather or trainer illness, if NHTIAD must cancel a training, this determination will be made ten days prior to the date of the training, and you will have the option of a full refund or transferring your registration to another training. In the event of trainer illness or weather cancellation as determined by NHTIAD, NHTIAD will make every reasonable effort to reschedule the event in a timely fashion. You will have the option of attending on the new date, a full refund, or transferring your registration to another training. To verify if an event is being cancelled due to weather conditions, call (603) 225-7060, after 6:30 a.m. the morning of the event. The answering machine will have any cancellation information, if needed. If you call, and there is no message referencing cancellation, then the training is proceeding as scheduled. Send registration or cancellation information to: NHADACA 130 Pembroke Rd. Suite 100, Concord, NH 03301, traininginstitute@nhadaca.org or fax to 603-589-1191.



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