

Workshop Registration Form

Name: _____

Licensure, if applicable: _____

Agency, if applicable: _____

Home Address _____

Work Address: _____

Home Email address: _____

Work Email address: _____

Home Phone: _____

Cell Phone: _____

Please select workshop(s) you are registering for:

Course Name and Description	Quantity	Amount
<p>Mail checks made out to Liz Brenner with completed registration form to: 51 Kondazian Street, Watertown, MA 02472 <i>(See registration information on page of this document for rates and early registration/group discounts)</i></p>		
Total amount enclosed		

Registration Information and Workshop Policies:

- **Fees:** The Early registration rate is \$125 per day, payment must be received 21 days prior to the workshop. The Regular Registration rate is \$135 per day (received within 3 weeks of the event). The Online registration rate is \$135 per day .
- **Group Registration rates:** We encourage you attend with your friends/colleagues! Groups of two or more will be charged \$110 per person per day. Please mail together or indicate the person/people with whom you are attending.
- Early and group discount registration must be submitted by mail and paid by check.
- **Mail checks made out to Liz Brenner with completed registration form to: 51 Kondazian Street, Watertown, MA 02472**
- Breakfast and afternoon snacks will be served; lunch on your own. Unless otherwise specified, the day begins at 9 am and ends at 4:45 pm.
- **Participants MUST attend 100% of the program to earn 6 CEUs per day.** CEU certificates will be given at the end of the day after you are fully paid and have completed the workshop evaluation form. Please contact us if you are concerned about whether we will be offering the Continuing Education Units you require.
- Enrollment will be limited to 40 participants. Please call or email if you are registering within the last week to make sure there is still room to attend.
- **No refunds** are available unless a written request is received 21 days before the program. A \$50 administrative fee will be deducted from all refunds. No cancellations, including no shows, will be honored beyond this time frame.
- **Only email acknowledgments** will be sent to confirm receipt of your registration.
- If you require special accommodations, please submit a written statement at least 30 days prior to the program to see if we can meet your needs.
- Workshops may be cancelled by the presenter(s) if minimum enrollment requirements are not met. In this case, full fees will be refunded.
- **Weather cancellations** are consistent with the decision of the Watertown, MA school system. If Watertown is cancelled or delayed, the workshop will be as well.
- Grievance policy is to submit a written complaint. If the complaint cannot be resolved by Liz Brenner, she will consult with another faculty member for a second opinion to resolve the problem.