

# Registering for Workshops Fall 2012

**Please carefully read all information below.**

By registering for a workshop/training with our agency you agree to our registration, attendance and cancellation policies.

It is the attendee's responsibility to know the location, directions, date and time of the workshop.

**Walk-in registration hours are  
Monday-Friday 9am - 4pm.**

Please call us at 971-223-6100 to check on the current status of classes before sending in your payment. If you send a payment and the class is full, you will receive a coupon (Training Bucks) to use towards future classes.

**Refunds are not possible.**

**To register for a workshop, you must:**

1. Complete the registration form. Please use one form per person.
2. Mail, fax, email or bring in your form with full payment. We must receive your registration at least 3 days in advance of the class date to allow for processing.
3. When we receive your registration and payment, we will confirm your classes by email, unless none is provided. Be sure to check your junk email folder for correspondence.

### Cancellation Policy

Cancellations must be given 3 days before any workshop to receive Training Bucks (TB). In the event that a workshop is canceled by CCR&R, TB will be given since refunds are not possible.

### Attendance Policy

If you miss a class and have not given at least 3 days notice, TB will not be given. Participants arriving 15 minutes after the advertised start time of the workshop will not be allowed to attend and will not receive a certificate. Participants must attend the entire workshop to receive a certificate. If you miss a class because you do not know the location, directions, time or date of training, TB will NOT be given.

**Children are not permitted in classes.**

**New!** If you would like to pay by card, you may do so by filling out the following information:

Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Card #: \_\_\_\_\_  
 Type of Card (circle one): Visa    M/C    AmEx  
 Vcode: \_\_\_\_\_ Expiration: \_\_\_\_\_

<b>Office Use Only</b>	ENT SP <input type="checkbox"/>	ENT ORO <input type="checkbox"/>
	PC <input type="checkbox"/>	LM <input type="checkbox"/> EC <input type="checkbox"/>
	Date: _____	Initials: _____

# Get Into Training - Fall 2012!

**Classes fill up very quickly, so register early!**

\* = Required Information - Please print clearly

\*NAME: \_\_\_\_\_  
 \* HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 \* DATE OF BIRTH (MM/DD/YYYY): \_\_\_\_\_  
 CHILD CARE BUSINESS NAME: \_\_\_\_\_  
 \* EMAIL: \_\_\_\_\_  
 \* HOME ADDRESS: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

\* Type of Care - please check one:

- Registered Family     Certified Family     Exempt Family (not licensed)  
 Center Staff     Other

Wksp #	Fee	Wksp #	Fee	Wksp #	Fee
<b>Columbia County</b>			<b>Washington County</b>		
CSS-3-256	\$35	SS-7-256	\$10	E13-256	\$20/25
CSS-4-256	\$10	SS-8-256	\$35	E14-256	\$20/25
COVC 10/30	FREE	SS-9-256	\$10	E15-256	\$45/50
C4-256	\$20/25	SS-10-256	\$35	E16-256	\$15
C5-256	FREE	SS-11-256	\$10	E17-256	\$15
C6-256	\$10	SS-12-256	\$35	E18-256	\$20/25
C7-256	\$20/25	OVC 10/18	FREE	E19-256	\$20/25
		OVC 11/15	FREE	E20-256	\$25/30
		OVC 12/13	FREE	E21-256	\$25/30
		E10-256	\$20/25	E22-256	\$15
		E11-256	\$25/30	E23-256	\$20/25
		E12-256	\$25/30	FH	\$10

**Important note:** Early bird discount! Prices in **BLACK** are for those who sign up at least one week in advance. Prices in **RED** are for last minute sign ups - registrations made less than one week (7 days) before date of class.

Total # of Workshops: \_\_\_\_\_ Total Fees: \_\_\_\_\_

**Make check payable to Community Action, then mail registration form to:**

Community Action  
 Attn: CCR&R  
 1001 SW Baseline Street  
 Hillsboro, OR 97123