

MOTIVA Training Registration Form

Please complete this form and e-mail it to us: utegravel@motiva-training.com

PART 1 – REGISTRATION DETAILS

Name of Registrant _____

Name of Organization _____

Address _____

Name of Contact _____ Email _____

Phone _____ Fax _____

In the table below, please indicate which courses you would like to register for:

MOTIVA TRAINING COURSES

IN-CLASS **ONLINE**

- Understanding Accreditation
- Understanding ISO/IEC 17025
- Quality Manual Template
- Root Cause Analysis
- Internal Audit (in-class only)
- Internal Calibration
- Uncertainty of Measurement

- Job Hazard Assessment
- Laboratory Leadership
- Lead Assessor Course
- ISO/IEC 17011 Training
- Interpreting ISO/IEC 17011
- 17011 Evaluator Course

Location of Course(s) _____ Date(s) of Course(s) _____

For date and location information, please refer to **MOTIVA's** training schedule at

<http://motiva-training.com/index.php/training-for-laboratories/motiva-training-schedule>

PART 2 – PAYMENT DETAILS

As per **MOTIVA's** pre-payment policy, payment must be received before the delivery of goods or services. Note that credit cards are debited **only** on the day prior to the first day of training.

Course(s) fee(s) \$ _____

Applicable GST/HST (see below) \$ _____

Total amount forwarded/enclosed \$ _____
(Specify US or CDN funds)

*For your protection
MOTIVA staff is not
allowed to fill in this
portion of the form.*

Applicable Taxes to include for Canadians only

AB/MB/NT/NU/PE/QC/SK/YT	5%	NS	15%
BC	12%	USA	Not Applicable
ON/NB/NL	13%		

Check if you would like an invoice sent to your attention.

Check if you would like an invoice to be sent to your organization (as above).

Cheque enclosed - OR - Visa MasterCard

Card No. _____ Exp. _____

Name on Card (Print) _____ Signature _____

Today's Date _____

Cancellation Policy: Registered participants may cancel, in writing, no later than two weeks prior to the commencement of training in order to receive a full refund of all monies paid in advance and to avoid all credit card debits.

Registered participants who cancel, in writing, less than two weeks prior to the commencement of training, or who do not appear in training on the first day of training, will be charged a "no-show" fee of one-half the value of the training fee in order to defray logistic costs incurred. Any participant charged a "no-show" fee may apply this amount to the cost of any future training delivered by MOTIVA.

MOTIVA-Training, 777 Clearcrest Crescent, Ottawa, ON, Canada, K4A 3E8, 613-834-0712