PMTI Workshop Registration Form Today's Date: _____

PMTI * 5028 Wisconsin Ave NW Ste LL *Washington DC 20016 * 202/686-7046 Fax: 202/966-4579 * workshops@pmti.org 12.09

Continuing and Community Education Policies

1. All workshops have limited enrollment and registrations are taken on a first-come, first-serve basis. If you are unable to pay in full, you may reserve your spot with a minimum $100 non-refundable deposit. If the full cost of a course is less than the $100 non-refundable deposit, payment in full is required at the time of registration. Any remaining balances must be paid one business day prior to the first day of class. Deadlines and costs are listed under each workshop title.
2. Registration is considered confirmed once payment has been received and processed. Once payment is processed, you will receive an email confirming your registration.
3. Confirmation letters detailing start and end time, necessary materials and location information are sent 4 to 2 weeks prior to the first date of the workshop. If a confirmation is desired before this time period, a request must be made.
4. For those registering for professional continuing education workshops please be prepared to present bodywork certification and/or licensure documentation.
5. Non-professional workshops are intended for any individual interested in massage, bodywork or holistic health; no previous experience is necessary unless noted specifically in the course description.
6. Participants must attend the workshop in its entirety to receive the allotted CE hours or certificate of completion.
7. PMTI reserves the right to cancel or change a workshop for low enrollment or due cause. PMTI's cancellation of a workshop will result in a full refund or if desired the credit transferred to another course.
8. PMTI does not assume responsibility for any loss or damage to persons or property in connection with any workshop.

Registration

Registration may be made by mail, phone, fax or via the online form with MasterCard, Visa, personal check or money order, or cash. PMTI has a $25 returned check fee.

Cancellation/Refund Policy

To receive a refund (minus the $100 non-refundable deposit), you must cancel on or before the early registration deadline or 14 days prior to the first day of class. If you cancel after that point, no refunds, credits or transfers will be given.

Balance Payment

In order to qualify for the early registration fee, the balance amount must be paid prior to the early registration deadline. If the full balance is not paid before the registration deadline, the late registration fee comes into effect and the new balance will be the late registration fee minus the deposit amount.

No money will be collected on the day of the workshop. All balances due after the registration deadline must be paid in full at least 1 business day prior to the first day of the class.

Name of Person Registering:_____

If you are professional bodyworker, please provide your license number:_____

Mailing/Street Address: _____

City/State/Postal Code:_____

Daytime Phone#:_____**Phone#:**_____

Email address:_____

Name of Class	Date	Times	Fee

Indicate Payment Amount:_____ Method of payment: ___Visa___MasterCard____Check(#_____)

Credit Card Number:_____Exp Date:_____

Date Processed:_____ Initials:_____ Receipt Number:_____

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