



TRAINING REGISTRATION FORM

MR MRS MS

Please print all information.

Member ID No. _____

Please note that * indicates required fields necessary for correspondence.

* NAME _____

* MUNICIPALITY/EMPLOYER _____

POSITION/TITLE _____ *DATE OF BIRTH _____

* EMPLOYER/HOME ADDRESS _____ * POSTAL CODE _____

* BUSINESS TELEPHONE (_____) _____ EXT. _____ * HOME TELEPHONE (_____) _____

* BUSINESS FAX (_____) _____ * BUSINESS E-MAIL _____

COURSE TITLE _____

COURSE LOCATION _____ COURSE DATE(S) _____

DOES YOUR COURSE HAVE A PUBLISHED PREREQUISITE? YES NO

IF "YES", DO YOU HAVE THE PREREQUISITES COMPLETED? YES NO

ARE YOU AN OBOA MEMBER REQUIRING THIS COURSE FOR MAINTENANCE? YES NO

HOW MANY YEARS OF BUILDING CODE-RELATED EXPERIENCE DO YOU HAVE? _____

HOW MANY BUILDING CODE-RELATED COURSES HAVE YOU COMPLETED SO FAR? _____

DO YOU HAVE A DISABILITY THAT REQUIRES CONSIDERATION IN OUR TRAINING PROGRAM? YES NO

PAYMENT INFORMATION

COURSE FEE - \$ _____ (+13% HST) DO YOU REQUIRE A RECEIPT FOR INCOME TAX PURPOSES? NO YES

Cheque enclosed.

Cheque is being sent separately from Treasury/ Accounting Dept.

(Payment must be received at the OBOA office prior to the first day of class unless arrangements have been made with OBOA office to hand-deliver payment to the facilitator on the first day of class.)

"No Phone Orders or Payments are accepted unless proper registration forms are provided"

Please charge the course fee to my VISA MASTERCARD AMEX

CARD NUMBER _____ EXPIRY DATE _____

CARDHOLDER NAME _____

CARDHOLDER/AUTHORIZED SIGNATURE _____

Cardholder will pay to the issuer of the charge card the amount stated hereon in accordance with the issuer's agreement with the cardholder.

THE FINE PRINT

PERSONAL INFORMATION PROTECTION POLICY – This information is collected under the Personal Information Protection and Electronic Documents Act for the purposes of processing your registrations and training material delivery. This information is not shared, sold or distributed and is maintained in a confidential and secure manner.

INCIDENTALS - Meals, travel, and overnight accommodation are not included. Each student is responsible for making his/her own arrangements.

COURSE PREREQUISITES – Course prerequisites and/or equivalent experience is strongly recommended prior to enrolment.

RESOURCE MATERIALS - Some courses require specific resource material be brought to class. Details will be provided in the course registration confirmation letter. The student is responsible for acquiring all necessary resource material prior to the first day of the class. The OBOA accepts no responsibility for any errors contained in the material provided and is not liable for any costs incurred as a result of using the information contained. This information is provided solely as a convenience to you. This contact information is developed by parties other than OBOA and OBOA assumes no responsibility for the accuracy or student interpretation of the material.

GRADING – A final exam mark falling between (0-39%) is considered a fail and the student will have to re-take the course. A one-time re-write is offered if the grade falls between(40-69%) at a cost of \$25.00 +HST. The re-write can be proctored by, a course facilitator, Municipal Clerk or at the Provincial Office. If you fail the re-write, you will have to re-take the course.

CANCELLATIONS – Cancellation policy can be viewed on the OBOA website or contact the office to have the policy faxed.

PLEASE REMIT ONE COPY OF THIS FORM WITH YOUR PAYMENT IN ORDER TO AVOID PAYMENT ALLOCATION ERRORS