



# CALA Training Course Registration Form

ONE FORM PER PERSON - PLEASE PRINT CLEARLY

Please ensure that you have the most recent version of this registration form. Older versions may not reflect current information.

## Registration Instructions

Please complete Part 1 through Part 2 of the form below. When complete, please fax it to the attention of the CALA Training Service at (613) 233-5501. Further instructions will be sent to you once your registration is received.

## Prices and Payment Policy

All training prices can be found in CALA P02-06 - Training Fee Schedule ([http://www.cala.ca/P02-06-Training\\_Fee\\_Schedule.pdf](http://www.cala.ca/P02-06-Training_Fee_Schedule.pdf)) If you have any questions please call CALA Training Services at (613) 233-5300.

## Requesting a Course

If you are unable to find the course you would like, please fill out a *CALA Training Course Request Form*, available at [http://www.cala.ca/t\\_needs.html#ttrainingneeds](http://www.cala.ca/t_needs.html#ttrainingneeds). When there is sufficient number of interested participants in one area, CALA will establish a consensus on mutually acceptable dates and schedule a course at the requested location. Registrants are not charged until a course has been scheduled and the course dates are confirmed.

## Online Option

CALA has an online training site for interested participants. None are currently certified. Members may find this approach useful if it is only the information that is desired. For the list of available courses, please see <http://cala.dameco.com>

### **Cancellation Policy**

Registered participants must cancel, in writing, no later than two weeks prior to the agreed commencement of training in order to receive a full refund.

### **Reducing the Cost of Training**

If you have a facility that can be used to reduce the prices for CALA-sponsored training, we want to hear from you!!! Contact us if you can host any sessions. See [www.cala.ca/t\\_memfacility.html](http://www.cala.ca/t_memfacility.html)

Please fax your completed form to the CALA Training Service, at (613) 233-5501

Yes, I wish to register for the training indicated below. I understand that Registration cannot be completed unless Part 2 of this form is completed in full.

Name of Registrant \_\_\_\_\_ CALA Membership # \_\_\_\_\_  
 Name of Organization \_\_\_\_\_  
 Complete Address \_\_\_\_\_  
 City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**PART 1 Registration:** please indicate which course(s) you would like to register for:

7	CALA Course	Cost per	
		Voting Off-site	Non-Members Off-site
	Accreditation Seminar (1 day)	Facilitator Travel and Fee Costs Only	
	The Value of Accreditation (1/2 day)	\$280	\$325
	Explain Uncertainty to my Clients!! (1/2 day)	\$280	\$325
	Understanding ISO/IEC 17025 (2 days)	\$735	\$800
	Care & Feeding of a Laboratory Quality System (2 days)	\$735	\$800
	Continual Improvement in the Laboratory (Root Cause Analysis) (1 day)	\$500	\$550
	Quality Manual Template (1 day) with pre-purchase of binder	\$310	\$360
	Quality Manual Template (1 day) no pre-purchase of binder	\$735	\$800
	Internal Auditor Course for ISO/IEC 17025 (2 days) *	\$810	\$900
	Use of PT in the Testing laboratory (1 day)	\$500	\$550
	Measurement Uncertainty (Analytical Chemistry) (1 day)	\$945	\$1,040
	Measurement Uncertainty (Microbiology) (1 day)	\$945	\$1,040
	Method Development and Validation (1 day)	\$945	\$1,040
	Uncertainty in Sampling and Compliance Assessment (1day)	\$945	\$1,040
	Laboratory Training Effectiveness (2 days)	\$735	\$800
	Laboratory Internal Calibration (1 day)	\$945	\$1,040

For date and location information, please consult CALA's Training Services schedule at [http://www.cala.ca/t\\_trg\\_sched.pdf](http://www.cala.ca/t_trg_sched.pdf).

See our training schedule at: [http://www.cala.ca/t\\_mem\\_train.html](http://www.cala.ca/t_mem_train.html) for updates.

Location of Course: \_\_\_\_\_ Date of Course: \_\_\_\_\_

**Over please →**

Please fax your completed form to the CALA Training Service, at (613) 233-5501

## PART 2 Payment:

As per CALA's pre-payment policy, payment must be received before the delivery of goods or services.

Please fill out all sections of this form.

Course(s) fee \$\_\_\_\_\_.

\*Applicable GST/HST (see below) \$\_\_\_\_\_.

Total amount forwarded/enclosed: \$\_\_\_\_\_.

Discount Code: \_\_\_\_\_

* Applicable tax: (Note: Tax applies to the province where the course is delivered)		
<input type="checkbox"/>	BC	12%
<input type="checkbox"/>	ON	13%
<input type="checkbox"/>	NB/NL	13%
<input type="checkbox"/>	NS	15%
<input type="checkbox"/>	AB/MB/NT/NU/PE/QC/SK/YT	5%

- Check if you would like an invoice sent to your attention.
- Check if you would like an invoice to be sent to your parent membership (as above).
- Check if you would like to charge a credit card

MasterCard    Visa   Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Name on Card (print) \_\_\_\_\_ Signature \_\_\_\_\_

Cardholder's Email \_\_\_\_\_

Cardholder's Telephone \_\_\_\_\_

*Email and telephone numbers are used for confirmation purposes only.*

**Please kindly take a moment and let us know how you heard about CALA courses:**

e-mail	Colleague	CALA Website	CALA Newsletter	Tradeshow	LinkedIn	Other (please specify)

Please fax your completed form to the CALA Training Service, at (613) 233-5501