



CALA Online Training Selection 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 both Part 1 and 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). If you have any questions please call CALA Training Services at (613) 233-5300.

Course and System Requirements

In order to achieve the highest success from CALA's online training, participants should:

- Read at a post-secondary education level
- Manage the time allotted for the course effectively

CALA's online training courses require that registrants use the latest versions of the commonly available Internet browsers (Internet Explorer 6 or Netscape 7) for optimal performance.

Format of Course

Each course includes a course description, an introduction including learning objectives, the body of the course, a quiz, and a course evaluation. The body of the course is divided into several modules, each with the learning objectives clearly identified at the beginning. Everything needed for successful completion of the course is provided. Participants will be assessed based on their participation in the discussion questions and the results of the final quiz. A minimum score of 70% must be obtained on the True or False quiz in order to successfully complete the course. Certificates will be granted to those participants who achieve an acceptable grade on the quiz.

Assistance

If you have any questions, concerns or feedback at any time in the online training process, please contact CALA at (613) 233-5300 or email us at training-support@cala.ca. Any participants who require special considerations are asked to contact CALA before the online course begins.

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.

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

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

Name of Registrant _____

Name of Organization _____ CALA Membership # _____

Complete Address _____

Phone _____ Fax _____ Email _____

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

✓	CALA Course	Cost per Participant	
		Voting member	Non-member
	Understanding ISO / IEC 17025:2005	\$440	\$480

See our training schedule at: http://www.cala.ca/t_mem_train.html for updates.

Start date of the training you are participating in: _____

PART 2 Payment:

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

Course(s) fee \$ _____.

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

Total amount forwarded/enclosed: \$ _____.

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

* Applicable tax is based on "Place of Supply" rules:		
• BC	5%	12% after July 1 2010
• ON	5%	13% after July 1 2010
• NB/NL	13%	
• NS	13%	15% after July 1 2010
• 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 fax completed form to the CALA Training Service, at: (613) 233-5501