

**Open Enrollment Provider Training**

**Columbia, SC Open Enrollment – February 24 – March 12, 2020 – SpringHill Suites by Marriott – 511 Lady St., Columbia, SC 29201**

Registrant Information (Please submit a separate form for each participant)

First Name L Last Name  Job Title/Position:

Company  Street Address/P.O. Box 

City  State/Province  Postal Code  Country 

Telephone  E-mail Address 

**Please check the workshops and dates. Workshops are conducted in English unless otherwise noted.**

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| **0-12 Age Group** | | | |
|  | Level 3 Primary Care – February 24-25, 2020 - **$2,100.00**  *Payment due by 2/17/20* |  | Level 4 Group – February 26-28, 2020 - **$2,465.00**  *Payment due by 2/19/20* |
|  | Level 3 Discussion Group – March 9-10, 2020 - **$1,740.00**  *Payment due by 3/2/20* |  | Level 2 Seminar – March 11-12, 2020 - **$1,525.00**  *Payment due by 3/4/20* |
| **Teen Courses** | | | |
|  | Level 2 Seminar TEEN – March 2-3, 2020 - **$1,550.00**  *Payment due 2/24/20* |  | Level 3 Discussion Group TEEN – March 4-5, 2020 - **$1,805.00**  *Payment due 2/26/20* |

**Will you return for live accreditation?  - YES  - NO**

**Travel and Accommodation**

* Transportation to and from the workshop's location, hotel expenses, meals (other than breakfast and lunch provided during training) are the participants' responsibility.
* Reservations are confirmed on a "first-come first-served" basis. All courses are limited to 20 registrants.

**REFUND AND CANCELLATION POLICY:**

All Refund and Cancellation requests must be made in writing. Please contact the Training Coordinator at [kristin.patterson@triplep.net](mailto:kristin.patterson@triplep.net) .

In case of a cancellation on behalf of the registrant, on or before one week prior to first day of training registration costs an administrative fee of $250.00 will be charged.

In case of a cancellation on behalf of the registrant, 6 or fewer days before training registration costs an administration fee of $500.00 will be charged.

Cancellations received two days or less prior to training, or registrants who do not show up at training will be charged the full registration fees.

Registrants who leave training prior to completion are not eligible for refund of any part of registration fees.

If you cancel your enrollment on or after your start date there will be no refund.

Triple P reserves the right to cancel this training no later than two weeks prior to the training date if registration numbers are too low to hold an effective training. If cancellation on behalf of Triple P occurs, all registration fees will be returned to the registrant.

TPI reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.

**Payment Details:**

**Registrations cannot be accepted, processed or confirmed without accounts payable information filled in regardless of payment method provided.**

**Accounts payable contact must be listed with email.**

AP Mailing Address: 

AP Contact Name: 

AP Contact E-mail Address 

City  State/Province  Postal Code  Country 

Telephone 

**Payment Method: (please check one)**

**CHECK:** Please find enclosed my check for $\_\_\_\_\_\_\_\_\_\_\_\_. (Please do NOT bring your check to training as it cannot be accepted on the day of training. Please scan a copy of this registration form to our office first, before sending the check as the course may already be full by the time we receive your mailed form.

**INVOICE:** Please invoice for the amount of $\_\_\_\_\_\_\_\_\_\_, using the accounts payable details above.

**CREDIT CARD:** Credit card payments can be made over the phone. Please provide contact details:

Name:  Phone Number 

**ACCREDITATION:**

**ACCREDITATION DATES AND TIMES WILL BE ESTABLISHED AFTER THE FINAL COURSE IN THE TRAINING EVENT, ONCE FINAL PARTICIPANT COUNT HAS BEEN ESTABLISHED FOR EACH COURSE. PARTICIPANTS WILL BE EXPECTED TO BE PRESENT, UNLESS THE PARTICIPANT LIVES OVER 120 MILES FROM THE VENUE. FOR THOSE PARTICPANTS TRAVELING OVER 120 MILES, YOUR ACCREDITATION MAY BE COMPLETED, FREE OF CHARGE, VIA ELECTRONIC SUBMISSION. GUIDELINES FOR THIS WILL BE PROVIDED UPON REQUEST BY** [**KRISTIN.PATTERSON@TRIPLEP.NET**](mailto:KRISTIN.PATTERSON@TRIPLEP.NET)

**IF A PARTICIPANT MISSES THEIR SCHEDULED ACCREDITATION TIME FOR A NON-EMERGENT REASON THEY MAY ALSO BECOME ACCREDITED VIA DVD SUBMISSION BUT WILL BE CHARGED $250 FOR THE FIRST 3 COMPETENCIES AND $50 FOR EACH COMPETENCY THERE AFTER.**

**YOU MUST ATTEND 80% OF THE TOTAL TRAINING TO BE ELIGBLE FOR ACCREDITATION. IN THE CASE OF MEDICAL EMERGENCY WHERE YOU CANNOT ATTEND THE REMAINDER OF THE COURSE, TRIPLE P WILL WORK TO PROVIDE YOU A REFUND OR A SEAT IN A FUTURE TRAINING.**

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| ***Disclosure of Disability.***  If the registrant has a disability which might affect participation in the training and accreditation or work as a practitioner please provide details below. The disability could include, but not be limited to, loss of sight (not corrected by glasses or contact lenses), loss of hearing (not corrected by a hearing aid), or speech difficulties. Timely notification will enable Triple P America to ensure that, if possible, provision for the accommodation of the course participant is provided for adequately. Triple P America may contact you further to discuss. |
| Details: |

**Please email completed registration form to** [**kristin@triplep.net**](mailto:kristin@triplep.net)

**Attn: Kristin Patterson, Training Coordinator – Triple P America**

**Mail:** 1201 Lincoln Street, Suite 201 Columbia, SC 29201