

CONTINUING EDUCATION WORKSHOP REGISTRATION FORM

NASW Member ID # _____ Non-member

Name _____

Home Address _____ City _____ State _____ Zip _____

To receive a *confirmation*: E-mail Address _____

Work (_____) _____ Cell (_____) _____ Home (_____) _____

Workshop Title(s)/Date(s): _____

CE Credits Needed: LMSW/LCSW LMFT BOTH: LMSW/LCSW & LMFT

I would like my certificate: Emailed to me Printed and given to me at the end of the workshop

2-hour Workshop: NASW Member \$45 Non-Member \$90	3-hour Workshop: NASW Member \$55 Non-Member \$115	4-hour Workshop: NASW Member \$75 Non-Member \$135
6-Hours: NASW Member \$120 Non-Member \$210	16-Hour: NASW Member \$350 Non-Member \$400	Online Webinar: NASW Member \$10 Non-Member \$45

PAYMENT MUST ACCOMPANY THIS COMPLETED FORM TO REGISTER

ANY QUESTIONS, PLEASE EMAIL US AT: workshops.naswnyc@socialworkers.org

MAIL FORM & PAYMENT TO: NASW-NYC, Attn: CE - 50 Broadway, Suite 1001, NY, NY 10004 **OR FAX TO:** 212-668-0305

Enclosed is my: Check or money order payable to NASW-NYC for \$ _____ **OR** Cash in the amount of \$ _____

By filling out the information below, I agree that I have full permission and/or ownership of the credit card information entered, and I give the NYC Chapter of The National Association of Social Workers permission to charge my credit card.

Your Name as it appears on the Credit Card _____ **TOTAL CHARGE \$** _____

Credit Card Billing Address _____ City _____ State _____

EXPIRATION DATE ___ / ___ **CARD CODE** (3 or 4 #s) ___ **ZIP CODE** _____

CARD NUMBER _____ Amex Visa MasterCard Discover

REFUND POLICY: All refund requests must be submitted by email to workshop.naswnyc@socialworkers.org. **Valid requests must be received no later than five days prior to course date.** All refunds are subject to a \$20.00 administrative processing fee. Refunds ONLY, credit cannot be issued toward a future program date or substituted for another workshop. Refund requests typically require 1-2 weeks processing time.

Attendees must stay for the entire workshop to receive their continuing education contact hours as per New York State Continuing Education Guidelines. Any attendees who **arrives 15 minutes late** to a workshop or **leaves 15 minutes early** will not receive their certificate of completion and will not be eligible for a refund in any way. Please make sure you sign-in with your time and before you leave the workshop, initial-out with your time to receive your certificate.

I have read and understand the Refund Policy and consent for my credit card to be charged (if applicable).

Signature and Date _____