

CONTINUING EDUCATION WORKSHOP REGISTRATION FORM

PLEASE COMPLETE ALL FIELDS

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

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

MAIL FORM & PAYMENT TO: NASW-NYC, 305 Seventh Avenue, Suite 13A, New York, NY 10001 **OR FAX TO:** 212-668-0305

PAYMENT:

Check/money order - payable to NASW-NYC for \$ _____ Cash (in-person only) \$ _____

Credit Card

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.

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 in writing 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 arrive on time and attend the entire workshop to receive their continuing education contact hours as per New York State Continuing Education Guidelines. Any attendees who arrive late or leaves early to a workshop will not receive their certificate of completion and will not be eligible for a refund in any way. Please verify your e-mail address on the sign-in sheet, and make sure you sign-in with your time and before you leave the workshop, initial-out with your time to receive your certificate of completion.

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

Signature and Date _____

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