

# 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, PO Box 2785, New York, NY 10163 **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](mailto: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](mailto:workshops.naswnyc@socialworkers.org)