



ENVIRONMENTAL EDUCATION ASSOCIATES  
888 4 ENV EDU *environmentaleducation.com*

## TRAINING PROGRAM REGISTRATION FORM

### Training Course

|  |                |
|--|----------------|
| Course Name: _____   | Date(s): _____ |
| Course Type: (Check One) <input type="checkbox"/> Initial <input type="checkbox"/> Refresher |                |

### Personal Information

Please note that this information will appear on your certificate of course completion (when applicable). Accrediting agencies require this information, therefore it is important that everything is filled out completely and accurately.

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|--|
| Name: _____<br>(Print)   |
| Name: _____ Date: _____<br>(Sign)  |
| E-Mail (required): _____   |
| Best Contact Phone Number: (    ) _____ Alternate Phone Number: (    ) _____   |
| Home Address: _____  |
| City: _____ State: _____ Zip Code: _____   |
| Date of Birth: (required) _____  |
| Are you interested in information about other products & services by our organization? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If you are unemployed, would you be interested in having a 3 <sup>rd</sup> party contact you with opportunities? <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Company Information

|                             |                |                   |
|-----------------------------|----------------|-------------------|
| Company Name: _____         | Contact: _____ |                   |
| Address: _____              |                |                   |
| City: _____                 | State: _____   | Zip Code: _____   |
| Company Phone: (    ) _____ | ext. _____     | Fax: (    ) _____ |
| E-Mail: _____               |                |                   |

### Payment Information

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| Certificates and/or license applications will not be processed if full payment has not been received or acceptable terms have not been met. Please speak to office administration if you are unsure of the payment status or need to make payment. |
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### Training Make-Up Time & Re-Test Policy

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| EEA can provide class make-up for attendees that miss no more than one day's (6.5 contact hours) training for an additional fee of \$60.00 per hour, payable prior to issuance of certification.<br>EEA will offer attendees who do not pass their first course test a chance to re-test that same day, provided that the second test starts at least 15 minutes prior to scheduled class end time.<br>Attendees that cannot successfully complete testing on the last day of training can re-test on another day at no extra charge. Make-up time fees will apply for instructor review and testing assistance prior to separate day re-tests.<br>Arrangements for make-up time and re-testing can be made by the instructor but must be confirmed by EEA training coordinator(s) |
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