



Continuing Professional Development Registration Form

NOTE: All participants are required to complete this form
 Registrations and Payments **WILL NOT** be accepted over the phone or via email
 Please complete one form for each course. Please use **BLOCK CAPITALS** and **BLACK PEN** when completing the form
ALL sections of the form to be completed or registration cannot be guaranteed.
 Please see pages 3 and 4 for terms and conditions.

Course Title _____

Course Date _____ Course Code (If known) _____

First Name _____ Surname _____

Membership Number _____ State of Membership _____

Please tick the category/categories that apply to you:

- Member** **Student Member**
- Non-Member** Please tick this box if you do NOT want further correspondence form OT AUSTRALIA NSW after this event
- Student Non-Member** Please tick this box if you do NOT want further correspondence form OT AUSTRALIA NSW after this event
- Presenter**
- Special Guest**
- Planning Committee Member**

Course Fee \$ _____

PLEASE INDICATE PREFERRED MAILING AND EMAIL ADDRESS HOME WORK
This will be the address used for all correspondence in relation to this event.

HOME ADDRESS DETAILS

STREET _____

SUBURB _____ STATE _____ POST CODE _____

PHONE _____ FAX _____ MOBILE _____

EMAIL _____
Required for registration confirmation and pre- reading material if applicable

WORK ADDRESS DETAILS

COMPANY NAME _____

STREET _____

SUBURB _____ STATE _____ POST CODE _____

PHONE _____ FAX _____ Mobile _____

PAGER _____ **EMAIL** _____
Email required for registration confirmation and pre- reading material if applicable



OT AUSTRALIA NSW

Australian Association of Occupational Therapists – NSW

ABN 91 048 855 443

Do you have any special needs or support requirements that the venue should be made aware of to enable your attendance?

If you have any special dietary requirement(s) please indicate below (ie: diabetic, vegetarian, vegan, food allergies etc)

PAYMENT INFORMATION

Applications for registration MUST be accompanied by payment to secure your place in the course. Registration will not be processed until payment information is received.

Payment may be made by Cheque or Money Order made payable to OT AUSTRALIA NSW or you may fill in your credit card details below.

Paying by: Cheque **Money Order** **Credit Card** (Visa & Mastercard only)

Credit Card Authorisation

Please charge my Credit Card Visa Mastercard

Credit Card Number

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No other types of credit card accepted

Expiry Date _____

Card Holders Name _____

3 Digit Security Code _____

Signature _____

Total Amount _____

Please return this completed Registration form to :

OT AUSTRALIA NSW
Unit 20/8 Avenue of the Americas
NEWINGTON NSW 2127
Phone No 02 9648 3225
Fax No 02 9737 0023

Cancellation by Applicant

Refunds following cancellation by applicant are as follows:

- Cancellation more than 6 weeks prior to the course: **75% refund**
- Cancellation less than 6 weeks prior to the course: **50% refund**
- Cancellation 2 weeks or less prior to the course or failure to attend: **NO REFUND**

OT AUSTRALIA NSW reserves the right to cancel this course/workshop. Minimum number of registration are required for event to proceed. Refer to Registration Conditions and Administration for details.

By signing below, I indicate that I understand and accept the terms and conditions of registration.

Signature of applicant **Date**

REGISTRATION CONDITIONS AND ADMINISTRATION

Disclaimer:

Should a minimum enrolment number for a course not be achieved by the closing date for a course, OT AUSTRALIA NSW reserves the right to cancel or postpone that course. Applicants will be notified of a course cancellation and a full refund of the course fee will be made.

REGISTRATIONS AND PAYMENT CANNOT BE ACCEPTED BY PHONE OR VIA EMAIL

Acknowledgement of receipt of registration

All registrations received will be sent an email acknowledging receipt of the form. Please note this email is not confirmation of registration. Confirmation of registration will be sent once the event has been confirmed (see below). If you have sent in a registration form and have not received a confirmation email within 2 weeks please contact the office to confirm it has been received.

Participant notification of Venue and Location of OT AUSTRALIA NSW Courses:

All participants will be notified of venue and location of course no less than two weeks in advance of the course date. Notification can take place in the form of email and/or postal correspondence.

Payment of Course Fees

Applications for registration **MUST be accompanied by payment in full**, and can be made by fax or mail with credit card details (Name, expiration date, three digit verification number of credit card, amount of payment, card holders signature) or by Cheque or Money Order which should be payable to: OT AUSTRALIA NSW. Please note that OT AUSTRALIA NSW does not accept American Express or Diners Club cards.

- Confirmation of your registration will be provided once the course has been confirmed, no later than 2 weeks prior. You will receive a written confirmation of your enrolment along with a receipt for your payment as well as details of the course location, times, parking and other details as required.
- The course fee provides for your registration, course notes, and all meals and refreshments during the day unless otherwise notified. **Please note parking costs are not included in registration fees.**
- Minimum numbers are required for each course to proceed. If minimum numbers are not met by the closing date the course may be cancelled postponed. Late registrations may be accepted only in the case where the course is going ahead and further places are still available. It is advisable for registrations to be submitted as early as possible.
- All courses will run a waiting list with OT AUSTRALIA NSW members being given preference. No payment is required for the service and should a place become available, potential registrants will be contacted (with members being given preference) and offered the place. Full payment is required upon acceptance of the place.

We recommend that participants contact the office if acknowledgement of your registration is not received within 14 working days after application.

Cancellations

If you cancel your registration, you must inform the office **as soon as possible** so that your place can be offered to another applicant. If you are able to find a colleague to take your place, we would be very happy for this to happen.

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GST

All course fees include 10% GST in the total cost. For your tax purposes, upon payment, your receipt will show the GST. All receipts list OT AUSTRALIA NSW A.B.N. 91 048 855 443.

Certificate of Attendance

A Certificate of Attendance will be presented to each participant at the end of the course. Accredited Occupational Therapists (AccOT) may be able claim Continuing Professional Development (CPD) hours from a CPD event that they attend.

Please contact the National Office on 03 9415 2900 or visit the website <http://www.ausot.com.au/> if you have questions about AccOT membership or status.

Parking Facilities for CPD Events

All participants will be notified of venue and location of course no less than one week in advance of the course date. Included in this information will be the details for parking availability and cost. Notification can take place in the form of email and/or postal correspondence.

Catering

In courses where catering is provided (as advertised) we must be notified at the time of registration as to any special dietary requirements so that we may inform the caterer correctly. Space has been provided on the registration form for CPD Events to outline any special dietary requirements.

Discounts

Member rate refers to current members of OT AUSTRALIA NSW. Discounted member rates may be offered to members of other state OT Associations and will be decided on a case by case basis.

If you are already a member of OT AUSTRALIA NSW then fees for the CPD Courses have already been discounted for you. However, OT AUSTRALIA NSW reserves the right to offer discounted rates for non-members for CPD Courses at their discretion, when deemed necessary.