

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 and use BLOCK CAPITALS
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 _____

First Name _____ Surname _____

Membership Number _____ State of Membership _____

Please tick the category/categories that apply to you:

- | | |
|---|--|
| <input type="checkbox"/> Member | <input type="checkbox"/> Presenter |
| <input type="checkbox"/> Non-Member | <input type="checkbox"/> Planning Committee Member |
| <input type="checkbox"/> Student Member | <input type="checkbox"/> Special Guest |
| <input type="checkbox"/> Student Non-Member | |

Course Fee \$ _____

PLEASE INDICATE PREFERRED MAILING AND EMAIL ADDRESS
This will be the address used to post receipts and course information to

HOME WORK

HOME ADDRESS DETAILS

STREET _____

SUBURB _____ STATE _____ POST CODE _____

PHONE _____ FAX _____ MOBILE _____

EMAIL _____
Required for Registration Confirmation

WORK ADDRESS DETAILS

COMPANY NAME _____

STREET _____

SUBURB _____ STATE _____ POST CODE _____

PHONE _____ FAX _____ Mobile _____

PAGER _____ **EMAIL** _____
Required for Registration Confirmation

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 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

Participant notification of Venue and Location of 2007 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 sent to you along with a receipt for your payment. Two weeks prior to the course date, you will receive a written reminder of your enrolment, the course location 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. 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. No payment is required for the service and should a place become available, potential registrants will be contacted in order and offered the place. Full payment is required upon acceptance of the place.

We recommend that participants contact the office if confirmation of your enrolment 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.

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**

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 that course. Applicants will be notified of a course cancellation and a full refund of the course fee will be made.

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) can claim Continuing Professional Development (CPD) points from any CPD event that they attend. It is up to the individual AccOT to claim the relevant points in the relevant categories.

Please contact the National Office on 03 9415 2900 if you have questions about AccOT membership or status. To find out more about AccOT membership, you may visit the National Office website:

<http://www.ausot.com.au/>.

Parking Facilities for CPD Events

All participants will be notified of venue and location of course no less than two weeks 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.

CPD Event Notification

CPD Events will be available from our website www.otaustnsw.com.au as the information becomes available. You will be able to download the registration form and terms and conditions from the website. Members may also be notified of upcoming events via email.

Discounts

Member rate refers to current members of OT AUSTRALIA NSW .

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.