

Chowan/Perquimans Smart Start Partnership



Training Registration Form and Requirements

Participant's Name (please print): _____

Facility Name: _____

County: _____ Work Phone Number: _____ Phone Number: _____

Email Address: _____

Deadline to register for all workshops is three days prior to date of workshop.

- ❖ In order to secure a space in the workshop(s), in which you have registered, the workshop registration form and any required fee(s) must be paid in advance and received in our office no later than 3 days prior to the training date. Advance payment is required. Registrations will **NOT** be confirmed until payment is received.
- ❖ If your payment is received after a workshop is closed, or if a workshop is cancelled, you will be notified.
- ❖ Please register early. Some workshops fill up quickly. After registering for a workshop, note the information on the training calendar. We do not call with reminders unless the location or time of the trainings has been changed.
- ❖ No payment will be accepted at the training event.
- ❖ In consideration of presenters and participants, **please arrive early enough to begin the workshop on time.** You will not receive full credit if you arrive more than 15 minutes after the workshop has begun.
- ❖ Training credit can only be issued for completed workshops. **If you choose to leave a workshop early, no credits can be issued.**
- ❖ **Children do not belong at workshops.** (Please make other arrangements)
- ❖ **Registration fees are non-refundable.** If you cannot attend a pre-paid workshop, please call us to have your fee applied to another workshop of your choice. **You must call and cancel your attendance within three days of the training in order to receive a credit for a future training, otherwise the fee is forfeited.**
- ❖ **We do not provide duplicate certificates.** Training rosters are kept on file for 3 years.

Date of Training	Training Title	Cost

Payments may be made in person (Monday thru Friday - 8:00 am – 4:30 pm) online, or by mail:

Chowan/Perquimans Smart Start Partnership
 409 Old Hertford Road
 Edenton, NC 27932

Registration by phone.....252-482-3035

Register and pay Online.....www.cp-smartstart.org

Receipt # _____