

2 DAY TF-CBT TRAINING REGISTRATION FORM

**Two Day Training: in Trauma Focused Cognitive Behavioral Therapy
DMH Certified Trainer: Lisette Rivas-Hermina, LMFT**

When: October 17th and 18th, 2019 9am - 4:30pm

Where: NCJW I LA 543 N. Fairfax Ave. Los Angeles, CA 90036

Completion of online training prior to 2-day basic TF-CBT training is required,
administration fee is \$35: <https://tfcbt2.musc.edu/>

Please e-mail the registration form below to tfcbt@ncjwla.org

Send checks separately to: **NCJW I LA ATTN: Accounts Payable/Receivable
543 N Fairfax Ave Los Angeles, CA 90036**

**Important: Submitting this form DOES NOT guarantee attendance-
Please refer to CONFIRMATION NOTICES on page two of this form.**

REGISTRATION INFORMATION

I would like to register # _____ people @ \$250 per person

Total Payment: \$ _____

Registrant Name: _____ Agency: _____

Phone Number: _____ Registrant Email: _____

Please include page two of this form listing the names of all attendees you are registering.

Check payable to NCJW I LA is in the mail Charge to (please circle): Visa MasterCard

Card Number: _____ Security Code*: _____ Expiration Date: _____

*The last three digits in the top right corner on the signature box on the back of the card.

Billing Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Name of Cardholder (please print): _____

Signature of Cardholder: _____

AGENCY: _____



2 DAY TF-CBT TRAINING REGISTRATION FORM

NAME(S) OF ATTENDEE(S):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

CONFIRMATION NOTICES: NCJW | LA will notify registrant of seat availability 24 – 48 hours after receipt of the completed registration form. If the training is full, you will be notified of the next scheduled training dates. Payment receipt will be emailed after credit card payment is processed or upon receipt of check payment. Please contact Joanie Ceballos at **323-852-8518** if you should have any additional registration questions / concerns.

PARKING: An event reminder including parking instructions will be emailed a week prior to the training. **We have limited parking available in our lot, so please carpool if possible. There is street and metered parking in the surrounding neighborhoods.** Lunch is on your own.

CERTIFICATE OF COMPLETION:

Successful completion includes full attendance of both days and submission of the training evaluation form that will be provided to you at the end of the training. No partial credit will be given.

Certificates of completion are emailed the week following a training event. If your agency registered you, the certificate is emailed to the person responsible for registering the participants. If you register as an individual, the certificate will be emailed directly to you. **If you need verification of attendance for DMH, please contact Lisette Rivas-Hermina directly.**

CONSULTATION calls will be set up with the **trainer** after completion of the training depending on the need.

CANCELLATION POLICY:

If you sign up for this training and cannot attend, you must inform us at least 15 days or more from the training date to receive 50% of the registration fee back to you. Fee will be returned in a form of a check. No cash refunds will be provided. No refunds will be given if cancelled within 14 days from day of training. You must attend both days of the two day training as scheduled, in order to receive credit and certificate of attendance. No credit and/or refunds will be given to those who attend one day only. If you attend one day only, you lose your fee and credit. No exceptions.