Registration Form

Train-the-Trainer Workshop

Name _____ Title _____

Company _____

Address _____

City _____ State _____ Country _____ Zip/Postal Code _____

Phone (include area code) _____ Fax (include area code) _____

E-mail _____ Web address _____

Payment Information:

Payment Total $ _____

❑ Check enclosed, US dollars, through a US bank ❑ PO enclosed

❑ MasterCard ❑ Visa

Name as it appears on card _____

Card number _____ Expiration date _____

Signature _____

Return to:

International Ground Source Heat Pump Association
Oklahoma State University
374 Cordell South
Stillwater, OK 74074
Phone: 800-626-4747
Fax: 405-744-5283

CLASS REGISTRATION (All classes include manual set shipped prior to course)	FEE EACH*		TOTAL FEES
❑ Train-the Trainer Workshop - 5 days	$1,250.00		
Dates requested _____ ❑ I have read and understand the accreditation policy ❑ I have enclosed my application			
Shipping, per manual set – inside US add $19.95; foreign addresses – call for rates			
		Total	

*** Fees good through 12-31-10.**

Cancellation Policy

Accredited Installer and Accredited Driller Workshops - The full tuition will be refunded if you cancel your registration at least **two (2) weeks** prior to the first day of the confirmed workshop. The full fee will be charged if you do not attend and do not cancel the registration at least fourteen (14) days before the workshop. You may designate another individual as your substitute at any time.

Certified GeoExchange Designer Course - The full tuition will be refunded if you cancel your registration **before the CD and manuals are shipped.** You will receive notification before shipment. If you cannot attend the Q&A session, arrangements may be made to attend another session. Please call the IGSHPA office. You **may not** designate another individual as your substitute.

Train-the-Trainer Workshops - The full tuition will be refunded if you cancel your registration at least **thirty (30) days** prior to the first day of the confirmed workshop. The full fee will be charged if you do not attend and do not cancel the registration at least thirty (30) days before the workshop. You **may not** designate another individual as your substitute.