

CASTILLO TRAINING

EPA Certification Registration Form Proctor, Refrigeration Service Engineers Society and Esco Institute

Class Date _____ **Location:** Call for location **Time:** 8:00 AM to 5:00 PM

OFFICE USE ONLY (Check One)	Payment information	<i>Cost of the course \$110.00</i>	<i>Retest \$70.00</i>
Check # _____	Cash _____ Money order _____	Date Rec'd _____	Init. _____

VISA, MASTERCARD, DISCOVERY, AMERICAN EXPRESS accepted. Appr. Code _____			
Card # _____	Exp. _____	Cvv code _____	\$6.00 admin fee

Date: _____

Name _____

Address _____

City, State, Zip _____

Phone/Fax _____

Email* _____

*Your email address or other personal information will not be distributed to any outside organizations

Employer _____

Indemnity

You agree to indemnify and hold Castillo Training and its instructors, harmless from any demands, loss, liability, claims or expenses (including attorneys' fees), made against Castillo Training by any third party due to or arising out of or in connection with your EPA training.

I have read the above statements and attached policy.

Signature

EPA Certification Class Policy

Class Enrollment Policies

- Classes are first-come, first-served basis.
- Every class participant is requested to register at least two weeks prior to the course date.
- The Registration form may be faxed or emailed to reserve a seat and amount due with Registration form must be mailed or delivered to the address listed at the bottom of the form as soon as possible to lock in your reservation.

Class Cancellation/Refund Policy

- In the event the instructor does not show up for a class, the prepaid fee will be refunded to the class participant.
- In the event the weather prevents a scheduled class from being held, the prepaid fee will be refunded to the class participant.
- In the event a class needs to be cancelled due to any reason, the prepaid fee will be refunded to the class participant.
- In the event the class participant needs to cancel his registration for a scheduled class, it must be done three (3) days prior to the class date. Failure to adhere to this requirement will result in loss of your payment.
- In the event a class participant needs to reschedule a course date, call within three (3) days.
- Only one makeup class is allowed, but it must be taken at the next scheduled date. If the reservation is cancelled again, the training fee will not be refunded.
- There are no refunds for no-shows.

Class Conduct Policy

- All participants will be required to sign a class attendance sheet and present a photo ID..
- All cell phones and pagers **must be turned off** during class.

NOTE: EPA certification cards will be mailed to all class attendee who have passed the exam.

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