

# CASTILLO TRAINING

## Continuing Education Registration Form

Provider # 1362

Course # 22872

**PREFERRED CLASS DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Email\* \_\_\_\_\_

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

**Air Conditioning and Refrigeration Contractor License # TACL** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Work Email \_\_\_\_\_

### 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 continuing education.

I have read the above statements and attached policy.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

### PAYMENT INFORMATION

Cost of the course **\$160.00**

(Check One)

Check # \_\_\_\_\_

Cash \_\_\_\_\_

Money order \_\_\_\_\_

**VISA, MASTERCARD, DISCOVERY, AMERICAN EXPRESS accepted. \$6.00 admin fee**

**Card #** \_\_\_\_\_ **Exp.** \_\_\_\_\_ **Cvv code** \_\_\_\_\_

Date Rec'd \_\_\_\_\_ Init. \_\_\_\_\_ Appr. Code \_\_\_\_\_

Make checks payable to **Castillo Training**, 1511 W. Lawndale Drive, San Antonio, TX 78209

1511 W. Lawndale, San Antonio, TX 78209

Phone (210) 828-0234

castillotraining.com [silverfox0001@earthlink.net](mailto:silverfox0001@earthlink.net)

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## Continuing Education Class Policies

### Class Enrollment Policies

- Classes are first-come, first-served basis.
- Every class participant is requested to register at least one week prior to the course date.
- Class participants should call (210) 828-0234 to obtain a Registration form.
- The Registration form **must be returned** to reserve a seat.
- The Registration form and amount due must be mailed or delivered to the address listed at the bottom of this 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 class will be rescheduled or the prepaid fee will be refunded to the class participant.
- In the event a class needs to be cancelled for any reason, the class will be rescheduled or the prepaid fee will be refunded to the class participant.
- In the event the class participant needs to cancel or reschedule his course date, it must be done three (3) days prior to the class date. Failure to adhere to this requirement could result in loss of payment.
- 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 receiving instruction to renew their license must present a **photo ID and TDLR license card at registration.**
- **All cell phones, pagers, and computers must be turned off during class.**
- All participants will be required to **sign the attendance roster at the end of the course.**
- All participants attending a Castillo Training Continuing Education class **MUST** remain in class for 8 hours to receive credit. One hour of continuing education credit is equal to 50 minutes of actual instruction time. A 10-minute break is taken every hour.
- All participants receiving instruction will receive a Certificate of Completion within 15 days of class completion.

**NOTE: A course completion report will be filed electronically no later than seven days after the course completion date.**