



Environmental & Safety Training

141 West 36th Street, 3rd Floor | New York, NY 10018 | T:212.290.6323 | F: 212.290.6325
www.CEScenter.com

REGISTRATION FORM

Please print clearly. REGISTRATION WILL BE ACCEPTED WITH PAYMENT IN FULL.

<u>Course Title:</u>	<u>Course Dates:</u>	<u>Course Location:</u>	Course dates are subject to change/cancellation due to enrolment
Training Cost: Registration/Course Processing, Participation Verification, Record Retention, Study Guide, Photo and Completion/ Certification Issuance, Non-refundable Total:	The student is responsible for all applicable government agencies fees in order to obtain licenses.	How Did You Hear About Us? <input type="checkbox"/> Google <input type="checkbox"/> Referral _____ <input type="checkbox"/> Colleague _____ <input type="checkbox"/> Website <input type="checkbox"/> LinkedIn <input type="checkbox"/> eNewsletter <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other _____	

NAME: _____ DOB: _____ E-MAIL: _____

HOME ADDRESS: _____
Street Apt. City State Zip Code

HOME PHONE: _____ CELL PHONE: _____

EMPLOYER: _____ POSITION: _____

EMPLOYER ADDRESS: _____ WORK PHONE: _____

EMERGENCY CONTACT: _____ PHONE (home, work, cellular): _____

LIST PREVIOUS ENVIRONMENTAL OR SAFETY RELATED COURSES TAKEN AND DATES: _____

TRAINING POLICY:

- Regulations dictate that a student must attend all scheduled hours of the training course. If, for any reason, all training hours cannot be completed during the scheduled training time, all missed hours must be made-up within two weeks of the original completion date of the course. Make-up hours may incur an additional cost. **Certification will not be issued until all training hours are completed.**
- In order to successfully fulfill the requirements for any course completion, students must be able to clearly communicate the language in which the course is delivered.
- When registering for a refresher program, proof of initial training, all refresher training and state licenses must be provided in order to receive state renewal forms and certifications of completion. The only proof of training accepted by the New York State Department of Health (NYSDOH) is the NYSDOH Form 2832.
- A replacement training certificate will be issued upon the receipt of the original. If the original certificate is lost, a notarized letter informing that the certificate was lost must be provided. The fee for a replacement certificate is \$25.

RULES OF CONDUCT:

- **Smoking is prohibited on anywhere the premises.**
- **Students are prohibited from interfering with the learning process of others. Any inappropriate behavior will result in disciplinary action, up to expulsion from the class without the refund.**
- **Students are prohibited from bringing or engaging in alcohol or illegal substance use during training.**
- **No loitering in the lobby.**
- **No interfering with building operations.**
- **No eating in the lobby and elevators.**
- **Students arriving 15 minutes after the start time will NOT be permitted to take the course.**
- **Students that do not comply with the above Rules of Conduct will be removed from the training course and will not be permitted to complete the training course.**

REFUND POLICY:

- Re-schedules and cancellations by student will be accepted up to ten (10) business days prior to first day of class. Registration/Tuition is non-refundable to the individual canceling after that time. A fee of \$50.00 will be charged for any returned check. Students that are dismissed from the training course due to a violation of the Rules of Conduct will not be provided with a refund.

DISCLAIMER:

- Student agrees that CES shall not be held liable to the student or third party for any claims, actions or demands directly or indirectly associated with CES' training of the student. Student acknowledges that CES cannot be responsible for student's understanding or comprehension of the material presented, application of the material to the specific jobs or actions beyond control of CES. Student waives any liability against CES for injury, illness or loss of property.
- CES reserves the right to reschedule or cancel any course date(s) for any reason, including insufficient enrollment.
- It is strongly recommended that a student has a medical examination before entering training to determine if he/she is fit to wear a respirator, as may be required.

CONSENT:

- I hereby consent that CES may use photographs and videotapes of its programs, which include images of myself for the purposes of advertising and trade, which may include instructor training, educational and promotional purposes. By signing below the student authorizes CES to collect any outstanding payments for the training taken through payroll deductions or other means.

Signature: _____

DATE: _____