

# TRAINING REGISTRATION FORM

**Registrations for the MBTI® Certification Program must be received 14 business days prior to the start of the program. Registrations received within 14 business days are accepted on a space available basis and will incur expedited shipping charges for prework material.**

Attendee Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

What CE credits would you like to receive?  None  HR Certification Institute (HRCI)

International Coach Federation (ICF)  Florida Department of Health (FDOH)

**Note:** NBCC CEs available for specific sessions. Call 844.695.5467 for more information.

Shipping Address  Business  Residence

Materials are shipped via UPS. Please provide a physical address (no P.O. boxes).

Street \_\_\_\_\_

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

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Please register me for the following session:**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Choose a payment option:**

Visa  MasterCard  American Express  Discover

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name *(Please print.)* \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Billing Address  Same as above Business Name: \_\_\_\_\_

Street \_\_\_\_\_

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

**Registration fee includes training materials. Shipping charges are added when your order is processed.**

**Call for shipping charges if paying by check or purchase order.**

Check enclosed \$ \_\_\_\_\_  Purchase Order Number \_\_\_\_\_  
*(Include copy of purchase order. P.O.s are not accepted after registration.)*

**I have read and agree to the rescheduling/cancellation policy below.**

Signature \_\_\_\_\_

## RESCHEDULING AND CANCELLATION POLICY

You may reschedule one time only at no additional charge\*, but you must notify The Myers & Briggs Foundation (MBF) Training Department in writing 14 days prior to the start of the program, providing the registration has been paid in full. If the registration has not been paid in full, then full payment is required before a date transfer can be made.

If you reschedule after the 14-day cutoff or have subsequent transfers, a fee of \$300 as well as any additional tuition and material cost will be due immediately for each instance. A reschedule notification without a new date given will be held as pending for up to one year before tuition will be forfeited. MBF is not responsible for any travel expenses that may occur from rescheduling a registration.

Cancellations and no-shows will forfeit 50% of the tuition. Materials are not refundable.

In the event that MBF must cancel a class, we will give you as much advance notice as possible. MBF will make every effort to accommodate your needs and rebook you in a different class. MBF is not responsible for any travel expenses that may occur from the cancellation of a scheduled class. \*Tuition and materials are subject to change without notice and additional fees may apply.

**Mail payment and this form to**

The Myers & Briggs Foundation Training Department 2815 NW 13th Street, Suite 401, Gainesville, FL 32609

**Or fax to 352.378.0503**

