



Workforce, Economic Development & Continuing Education Participant Registration Form

Please complete a separate form per person

Name: _____

☐ Home ☐ Company*

*Company: _____

Address/Box #: _____

City: _____

State: _____

County of Residence: _____
(for Ohio residents only)

Work Phone #: _____

Home or Cell #: _____

Email Address: _____

MSSC – CPT Certification

Classes are from 9:00 am - 4:00 pm
Monday - Friday, June 3rd - 14th
Plan to attend all class sessions.

Please tell us your preferred payment method:

Your total payment due: \$ 50.00

☐ Check Enclosed (payable to Rhodes State College)

☐ Credit Card (we accept Visa, Mastercard & Discover)

Name as it appears on card

Card Number

Expiration Date

3-digit security code

Credit cards are not processed until just before
the respective class start date.

Registration Fees

The cost is **\$1050.00**. **Grant Funds are available to pay \$1000.00 of the fee for the class. Application for funds is required. The \$50.00 fee is for supplies needed for the class.**

Pre-registration is required, as the class size is limited. Registrations will be accepted on a first-come, first-served basis.

Registration confirmations, including class location, maps and directions, will be sent via email at least one week prior to the listed start date.

Registration Form

Make checks payable to Rhodes State College

- **EMAIL:** Eilerman.T@RhodesState.edu
- **FAX:** (419) 995-8096
- **PHONE:** (419) 995-8351 (8:30am to 4:30pm, weekdays)
- **MAIL:** Rhodes State College, c/o WEDCE,
4240 Campus Drive, Lima OH 45804

Refund, Invoicing & Cancellation Policies

- You can withdraw from a workshop up to 3 days before its start date. A \$15 fee applies to any such cancellation.
- You will be charged 50% of the fee paid for cancellation within 3 days of the respective start date.
- No refunds are issued for no-shows. Substitutions are welcome.
- A full refund will be issued if a course cancels.
- A \$25 late payment charge will be imposed for non-payment of an invoice within the payment terms given on the invoice. Typical payment terms are net 30 days.
- WEDCE reserves the right to adjust these policies as needed.