

CASTILLO TRAINING

Continuing Education Registration Form

Provider # 1362 Course # 9056

CLASS DATE: _____

LOCATION: _____

Your 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 _____

State _____

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 \$150.00

(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, San Antonio, TX 78209**

1511 W. Lawndale
San Antonio, TX 78209
Phone (210) 828-0234, Fax (210) 828-0242

CASTILLO TRAINING

Continuing Education Class Policies

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.
- Class participants should call 210-828-0234 to obtain a Registration form.
- The Registration form may be faxed to (210) 828-0242 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 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 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 receiving instruction to renew their license must present a photo ID and TDLR license card at registration.
- **All participants will be required to check in 30 minutes before class begins and 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.
- All cell phones, pagers, and computers must be turned off during class.

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