

## **How to Register for Training**

- ◆ To Register, click on the logo for each agency from which you are taking a training. Download and fax/mail the appropriate form, or contact the agency at the contact number provided.
  - ◆ If no download is listed below, click on that agency's logo and use the contact information provided to find out how to register for their trainings.
  - ◆ Registration is required for each course. **JCC classes - Registration is required 2 days before the day of class and may be submitted in the following ways: in person, or by mail, you can register by fax, or email if using a PO number. Registration is confirmed when we receive your completed registration form and payment.** This is a multi-agency publication, so it is necessary to call the number indicated on each course. You will need to call more than one number when registering for courses sponsored by different training agencies. If an agency's voicemail is reached, leave your name, training request and phone number. Someone from the sponsoring agency will return your call and confirm your registration.
  - ◆ **Fees, if applicable, must be pre-paid directly to the sponsoring agency, according to the process established by that agency.**
  - ◆ All sessions begin promptly at the specified time. Latecomers may not be admitted once a workshop session has begun.
  - ◆ All agencies will gladly make every effort to accommodate people with special needs. Please make your request at the time you register.
  - ◆ Training activities are intended for registered participants only. Please do not bring children or guests.
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