

ASCY Professional Education Fall/Winter 2009-2010

Registration Process

We would like to *thank all members and workshop participants* for their patience during the registration process. We value ALL the feedback and although we recognize that everyone's needs cannot possibly be met, we will continue to review the process and implement any necessary changes.

- On Wednesday September 9, 2009 @ 6:30 PM registration and payment will be accepted on an in-person basis only. Staff of Organization memberships may register and charge on an in-person basis only. Note: Only 2 staff members from each centre will be permitted to register per workshop at this time.
- At 6:30 PM, a staff member will accept completed registration forms with payment and number them according to your position in line. Registrations will be entered into the system according to the number. Only those people who did not get into their requested workshops will be contacted re: wait list.
- On Thursday September 10, 2009 @ 9:00 AM, phone, email and fax registrations (for no-charge workshops), and organizational registrations to be charged will be accepted. In-person registrations will be taken during library hours only.
- Registrations from centres will be limited to 2 participants. If a centre is interested in a specific training for 8 or more staff, please call and request an Outreach presentation. We encourage all centres to team with other centres for the PE Outreach opportunities to alleviate extended wait times.
- PE registration is limited to those who live and/or work in the City of Hamilton. Out-of-area clients will be placed on a waiting list and contacted if all spaces in the workshop are not filled.
- If there are spaces available after Tuesday September 22, 2009, registration will be open allowing for additional staff from centres to register.

The following registration policies remain in place:

- A waiting list will be maintained for workshops that are full.
- If you are unable to attend a workshop, call to cancel your spot as soon as possible. There are often many people on the waiting list. If your spot is filled by someone else, a credit note will be issued for the workshop charge.
- There are no refunds or credit notes issued for PE workshops that you do not attend.
- Organization members will be charged if a participant has registered and does not attend.
- As always it is expected that all participants will behave in a professional manner while at ASCY.

The Professional Education fees cover: equipment, presentation prep and delivery, administration fees, presenter fees, materials, handouts and facility costs when applicable.

Feel free to offer feedback regarding your concerns.

Call: 905-574-6876 ext 229

E Mail: ascy@ascy.ca

Thank you for your cooperation.