



## Training Registration Form

Please complete the registration form and fax it to the office at 202-403-3946 or email to [chouk@chi-resolutions.com](mailto:chouk@chi-resolutions.com) to register even if you will be mailing it in with a check. If additional Registration Forms are needed, copy this form or download and print PDF of Registration Form from the website [www.chi-resolutions.com](http://www.chi-resolutions.com)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check here if you will need special accommodations to participate in this conference. \_\_\_\_\_

### COURSE FEES

**\*Healing Conversations: Conflict Management Skills for Risk Managers  
Concepts, Techniques and Coaching:** October 27-29, 2009  
RCM&D HQ, 555 Fairmont, Towson, MD 21283  
Tuition: \$950.00 Discount for RCM&D: \$790.00

**\*Healing Conversations: Conflict Management Skills for Risk Managers  
Integration Practice:** November 11-12, 2009  
RCM&D HQ, 555 Fairmont, Towson, MD 21283  
Tuition: \$725.00 Discount for RCM&D: \$550.00

Course registration will not be confirmed until course is paid in full. If your registration is not paid in full 2 weeks prior to the course you will not be confirmed and your seat will be given to a person on the wait list.

### METHOD OF PAYMENT

Checks or money orders should be in United States funds, payable to: Carole Houk International.

## TO RESERVE YOUR SEAT FAX, EMAIL OR MAIL REGISTRATION FORMS TO:

- Fax to: 202-403-3946
- Email to [chouk@chi-resolutions.com](mailto:chouk@chi-resolutions.com) or
- Mail to:  
Carole Houk International  
2400 Garnett Drive  
Alexandria, VA 22311

## GENERAL INFORMATION

### PREREQUISITES:

Each course will list the prerequisites for that course. The prerequisites have been determined by the instructors so that the majority of course attendees has on the same level of understanding and knowledge.

(\* **No prerequisites required.**)

### MAXIMUM ATTENDANCE:

Each CHI courses lists the maximum number of attendees per course and will be adhered to. On-site registration is discouraged and on-site registrants may not be able to attend if the course has already reached maximum enrollment. CHI will maintain a 'Wait List' if a course reaches the maximum enrollment.

### METHOD OF PAYMENT:

Checks or money orders should be in United States funds, payable to:

**Carole Houk International.**

**Note: Your registration won't be confirmed until payment is received.**

### CANCELLATION POLICY/ REFUNDS:

Notice of cancellation must be in writing via facsimile or e-mail. Cancellation by telephone is not allowed. To cancel via e-mail, send the cancellation notice to:

[CHOUK@chi-resolutions.com](mailto:CHOUK@chi-resolutions.com)

To cancel by fax send to 202-403-3946.

If you must cancel your registration, you are encouraged to send a substitute to take your place. Please contact the office and notify us of the change so we can arrange for a name badge and certificate. If you cannot find a substitute to take your place, please refer the cancellation policy shown below.

10 business days prior to the course =  
100% refund

5-9 business days prior to the course =  
50% refund

0-4 business days prior to the course =  
No refund

### SUBJECT TO CHANGE OR CANCELLATION:

All CHI Courses are subject to change and/or cancellation. We ask that you not make your hotel reservations or travel plans until you have received a confirmation from the office that you are registered for the course. **If you do not receive a confirmation either in the mail or via email then contact CHI to check status of registration .**