



NATIONAL ORGANIZATION FOR VICTIM ASSISTANCE

Training Registration Form:

BASIC / ADVANCED / TOT TRAINING

OFFICE USE: CONF CODE:

To register for training, please complete this form and either fax it to NOVA at 703-535-5500 (credit card payments only) or mail it with your check to:

NOVA Training, Courthouse Square, 510 King Street, Suite 424, Alexandria, VA 22314.

Hotel information and additional reservation requirements are available online at www.trynova.org.

TRAINING LOCATION:		TYPE OF TRAINING:		DATE OF TRAINING:	
REGISTRANT NAME:			ORGANIZATION:		NOVAONE-ID: (IF KNOWN)
TITLE:		PHONE:		FAX:	
ADDRESS:					
CITY:		STATE/PROVINCE:		POSTAL CODE:	
				COUNTRY:	
EMAIL ADDRESS:			NAME ON NAME BADGE (OPTIONAL)		
HOW DID YOU HEAR ABOUT THIS TRAINING?					
PAYMENT FORM: (CIRCLE ONE) REJECTED CREDIT CARDS AND BOUNCED CHECKS ARE SUBJECT TO AN ADDITIONAL NOVA FEE.					
MASTERCARD / VISA / AMERICAN EXPRESS / CHECK (Payable to "NOVA")					

STANDARD FEES FOR NOVA TRAININGS:

TYPE OF TRAINING	NOVA MEMBER FEE	NON-MEMBER FEE
24-Hour Basic Crisis Response Training*	\$300.00*	\$360.00*
40-Hour Basic Crisis Response Training*	\$500.00*	\$600.00*
Advanced Crisis Response Training	\$300.00	\$360.00
Training of Trainers	\$750.00	\$900.00

*The Basic Training Manual is an additional \$75 and is required for basic training.

IF PAYING BY CREDIT CARD: (ENTER BILLING INFORMATION)

NAME ON CARD: _____
CARD NUMBER: _____ EXP DATE _____
BILLING ADDRESS: _____ CITY: _____
STATE: _____ POSTAL CODE: _____
COUNTRY: _____ BILLING PHONE: _____
NOVA ACCEPTS MASTERCARD, VISA, AND AMERICAN EXPRESS
AUTHORIZED SIGNATURE: _____

Training Fee	\$
CRT Manual - \$75 (Required for Basic Training only)	\$
TOTAL	\$

IF PAYING BY CHECK, PLEASE BE SURE TO INCLUDE YOUR CHECK WITH THIS APPLICATION

REFUND POLICY: Full refund less \$50 processing fee up to two weeks prior to training; cancellation two weeks or less: no cash refund unless training cancelled by NOVA. NOVA reserves right to cancel any training due to lack of minimum registration and will provide full refund. Non-Members or ineligible NOVA Members registering at the member rate will be charged the non-member rate plus a \$50 correction fee. Invoices must be paid two weeks ahead of training or guaranteed by a credit card.