

Membership Number: \_\_\_\_\_

I/We wish to become a member:  Yes  No

Member type:  Affiliate (\$135)  Silver (\$550)  Platinum (\$1500)

I/We agree to abide by the bylaws and policies of FAJ:  Yes (required)

**Person Completing the Form:**

Name: \_\_\_\_\_ Telephone (with area code) \_\_\_\_\_ Email: \_\_\_\_\_

**Registrant Information:**

Name: (first and last) \_\_\_\_\_

Organization: \_\_\_\_\_ Position / Title: \_\_\_\_\_

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

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (w/area code) \_\_\_\_\_ Fax (w/area code) \_\_\_\_\_

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

**Which Event:**

I/ We wish to register for the following:

*Fees: 1 day course: \$770 Member / \$1000 Non-member  
2 day course: \$970 Member / \$1200 Non-member  
Refresher & Exam \$195*

*Prices Include Exam*

1. \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

3. \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

4. \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

5. \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Membership Fee: \_\_\_\_\_

GST Exemption #: \_\_\_\_\_ GST (5%) on the Fees: \_\_\_\_\_

Total Payable: \_\_\_\_\_

*Everyone must pay GST except GST exempt organizations who are FAJ Silver or Platinum Members and who are registering and paying for their tribunal members or staff*

**Total payment enclosed:** \_\_\_\_\_

**Payment Type:**

cash  Visa  MasterCard  cheque payable to Foundation of Administrative Justice

Invoice us Available only to Silver or Platinum Members for the registered tribunal members or staff covered by the organization membership. Payment must be received before the event begins or the person will not be admitted to the event.

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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Name of Cardholder

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Signature of Cardholder authorizing payment

## **General Course Information:**

One Day Course: 8:30am – 4:30pm Exam will follow 4:45pm – 5:30pm.

Two Day Course: Day One: 8:30am – 4:30pm

Day Two: 8:30am – 4:30pm Exam will follow 4:45pm – 5:30pm.

Coffee and lunch are provided. The course will include both lecture and class exercises. Participant's binders and necessary supplies will be provided.

CTAJ qualifying exam will follow the end of the last instructional day. This is a 75 min open book exam. Exam results will be mailed out to participants supplied mailing address within two weeks of date of the course.

For more information please visit our website at [www.foaj.ca](http://www.foaj.ca).

Due to allergies we ask that you do not use perfumes or other scented products on course days.

Participants will receive an electronic confirmation letter sent to participants supplied email address found on their registration form prior to the start of the course.

### **3 Easy ways to register:**

**1. Mail:** Foundation of Administrative Justice 3438—78 Avenue Edmonton, AB T6B 2X9

**2. Fax:** 780-466-8015

**3. Online:** [www.FOAJ.ca](http://www.FOAJ.ca)

### **Fees, GST, Cancellation, Substitution and Refund Policies:**

See the policies written on the brochure and on the website. In the event of a conflict, the most recent policy applies.

### **Privacy Policy:**

FAJ collects personal information to provide the membership, education and conference services. You can view our complete Privacy Policy on the website. By completing this registration form, you agree that we can send you future information about courses and conferences offered by FAJ.