



6732 West Coal Mine Avenue
Suite 227
Littleton, CO 80123
www.ctatllc.com
ctat@ctatllc.com

Registration Form

Email completed form to ctat@ctatllc.com or fax to (303)904-1725

CLASS NAME: 2016 Emerging Leaders Series

REGISTRATION FEE*: \$2,500

TOTAL FEE: _____ (add additional sheets for more than one participant)

Participant Name: _____ Title: _____
(First) (Last)

CRC Number: _____ Phone: (____) _____

Organization: _____ E-mail: _____

Address: _____
(Street) (Apt) (City) (State) (Zip)

Training Accommodations Requested**: _____

Billing Contact Name: _____
(First) (Last)

Same as above:

Organization: _____ E-mail: _____

Address: _____
(Street) (Apt) (City) (State) (Zip)

Billing Phone: (____) _____ Fax: (____) _____

State or Government Tax ID #: _____

Purchase Order # _____ Check (payable to CTAT, LLC FEIN #47-4138161)

I will pay online with a credit card at <http://ctatllc.com/ctat-programs/booking/>



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***Notification of cancellation** must be received a minimum of **3 Days** in advance of the event. With appropriate written notice, refunds less a \$75.00 cancellation will be provided. Without proper notification, no refund will be made. Please contact Paul Dzedzic directly at pdzconsulting@gmail.com or 425-829-2974.

Unforeseen emergencies will be considered exceptions. To request this, please provide a written request with explanation of the emergency and send it to Gayann Brandenburg at gbrandenburg@ctatllc.com for consideration.

****Request any disability accommodations** needed in order to participate:

- Notification should be made a **minimum of 2 weeks** prior to the event. We will attempt to meet requests after this date, but cannot guarantee availability of the requested accommodation(s). All meeting sites are physically accessible to individuals with disabilities.
- **Materials in alternative format will be produced only for individuals with a disability** who have requested such an accommodation.
- Individuals requesting interpreters, captioning or other accommodation services in order to participate should follow the above guidelines.
- **Notify CTAT a minimum of 3 days (72 hours) prior to the event if you no longer require an accommodation.** Failure to do so will result in unnecessary expenses to CTAT and your agency will be billed for any expenses that results. Unforeseen emergencies may be considered exceptions. If your agency would like to appeal any decision, a written request with explanation should be sent to Gayann Brandenburg at Gbrandenburg@ctatllc.com.