



MDS/RAI ADVISOR

1 REGISTRATION FORM FOR CHECK PAYMENT

FOR BUSINESS CHECK, MONEY ORDER OR CASHIER'S CHECK PAYMENT BY MAIL, PLEASE COMPLETE THIS REGISTRATION FORM. PLEASE READ THE INSTRUCTIONS ATTACHED.

COURSE FEE: \$ _____

Discounted Fee: \$ _____

Training Date(s): _____

Attendee's Name: _____ Title: _____

RN/LVN License #: _____

Attendee's Email (For course instructions. One attendee per email): _____

Mailing Address (MDS/RAI Advisor is not responsible for a package or certificate replacement if the mailing address YOU provide during registration is **INCORRECT** or **NOT VALID**):

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please complete organization information if facility is paying for attendee:

Facility Representative Completing Form: _____

Facility Name: _____

Facility Address: _____

Facility Phone: _____

Separate email for invoice and/or receipt, if applicable: _____

CHECK ENCLOSED (OR BEING PROCESSED BY ORGANIZATION'S BUSINESS OFFICE):

Business Check

Money Order

Cashier's Check

*I have read the cancellation policy:

*Signature: _____

*The "I have read the cancellation policy" box needs to be marked with an "x" or check-marked and a signature are both required for course registration to be processed.

INSTRUCTIONS:

- ▶ 1) For detailed information about the training, please visit the website: www.mdsadvisor.org

- ▶ 2) **For business check, cashier's check or money order payment by mail (No personal checks):**
 - A. **You MUST call or email us before mailing the registration form & payment: (323)574-3439 or info@mdsadvisor.org.** This step is to ensure seat availability and save a seat for you. Please keep in mind: Mailing can cause delays especially if mail is lost.

 - B. "Pay to": **MDS/RAI ADVISOR**

 - C. Mail payment with this completed form to:

MDS/RAI ADVISOR
1450 2nd St #117
Santa Monica, CA 90401

 - The registration form can be emailed ahead of payment if your billing department needs to process separately.

 - D. Check your email for confirmation of registration from MDS/RAI ADVISOR.

 - E. **If you do not hear from us five (5) days after you have sent the payment, please call us.**

- ▶ 3) **READ THE CANCELLATION POLICY:** Verifying license numbers, printing certificates on linen paper and processing course materials cannot be undone; thus, the non-refundable administrative processing fee is applied to all cancellations. Each course has its own cancellation fee amount. Please visit <https://www.mdsadvisor.org/cancellation-and-refund-policies>