

3 Ways to Register:

1. **Online:** www.FOAJ.ca
2. **Complete this form and fax it to:** 780-466-8015
3. **Complete this form and mail to:** Foundation of Administrative Justice
3438-78 avenue Edmonton, AB T6B 2X9

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 FOAJ: Yes (required)

Person Completing this Form:

Name: _____ Telephone (with area code) _____ Email: _____

How did you hear about FOAJ?: _____

Registrant Information:

Name: (first and last) _____

Organization: _____ Department: _____

Position / Title: _____

Mailing Address: _____

City _____ Province _____ Postal Code _____

Telephone (w/area code) _____ Fax (w/area code) _____ Email _____

Fees:

2014 - 1 day course: \$850 Member / \$1100 Non-member **2 day course:** \$1070 Member / \$1320 Non-member
Refresher & Exam \$195 Rewrite Exam \$75

1. _____ Date: _____ Fee: _____

2. _____ Date: _____ Fee: _____

3. _____ Date: _____ Fee: _____

Registration Fees: _____

Membership Fee: _____

GST Exemption #: _____ GST (5%) on all Fees: _____

Total Payable: _____

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

Course correspondence including confirmation, pre-readings, exam results, etc will be sent by email.

As a not for profit FOAJ needs to reduce costs. As a way of reducing mailing costs we want to communicate through email. The Foundation of Administrative Justice would like to keep you informed! We endeavor to limit our electronic communication to additions/changes to course calendar, annual general meeting information/documents, membership, eLearning opportunities, upcoming events, annual newsletter resource and learning updates.

Add me to FOAJ's email and contact list.

Payment Type:

cash PayPal Visa MasterCard cheque payable to *Foundation of Administrative Justice*

Invoice * *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: _____

CSC# (3 digit # on the back of the credit card): _____

Name of Cardholder

Signature of Cardholder authorizing payment

General Course Information:

One Day Course: 8:30am – 4:30pm Exam to follow if applicable.

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

Day Two: 8:30am – 4:30pm Exam to follow if applicable.

Coffee/tea 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 at the end of the last instructional day. This is a 75 minute open book exam.

Exam results will be emailed to the participant within two weeks of date of the course.

For more information please visit our website at 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.

Fees, GST, Cancellation, Substitution and Refund Policies:

Visit our website www.foaj.ca for our policies. In event of a conflict, the most recent policy applies.

Privacy Policy:

FOAJ collects personal information to provide membership, education and conference services. You can view our complete Privacy Policy on our website www.foaj.ca. By completing this registration form, you agree that we can send you future information about any FOAJ events and membership.