

Course Application



To register for an NRTC course, please complete this form and mail with payment to the National Respiratory Training Center at 711 W North Street, Raleigh, NC 27603 or send via fax to 919.532.0382, if paying by credit card. To contact the main office, please call 919.832.3539 or send an email to info@nrtc-usa.org.

Check here to be added to our mail list

Title First Name Last name Credentials Date of birth

HOME ADDRESS Course materials will be mailed to home address unless otherwise specified.

Street Address

City State ZIP

Phone/Mobile Fax Home email address
 Preferred email

WORK ADDRESS

Company

Street Address

City State ZIP

Phone Fax Work email address
 Preferred email

HOW DID YOU HEAR ABOUT THIS COURSE?

Colleague Publication _____
 Website Conference _____
 Industry representative Other _____

REGISTRATION Please note that payment is required to process registration. Payment may be made in cash, by check, or by credit card through PayPal. To process payment using PayPal, please contact the office to initiate the billing process. Please note that PayPal charges a service fee of 3.5%. Students must also complete a pre-course survey before course materials will be mailed.

Course # City/State Participant cost \$

Payment: Payment is enclosed Payment will arrive on ____/____/____ Payment via PayPal

Withdrawals: To withdraw from the course, students must give notification more than 4 weeks before the course start date to receive a full refund. A refund less a fee of \$75 will be given for cancellations between 1 and 4 weeks of the course start date. No refunds will be given within 1 week of the course start date. Tuition may be transferred to another student up to the course start date.

Reschedules: To transfer tuition to a future course, students must give notification more than 1 week before the course start date to avoid a rescheduling fee. A fee of \$150 will be charged if notification is given less than 1 week before the course start date (or once the course has begun).

Course cancellation: A minimum of 15 students is needed to conduct each course. Under-enrolled courses may be postponed or combined with other courses to obtain this minimum number. While course cancellation is possible, the NRTC will make every effort to avoid this action.

Signature of Applicant

Date

NATIONAL RESPIRATORY TRAINING CENTER

711 W NORTH STREET RALEIGH, NC 27603 TEL 919.832.3539 FAX 919.532.0382 info@nrtc-usa.org www.nrtc-usa.org