

Course Application



To register for an NRTC course, please complete this form and fax a copy to 757 668.6417. Mail original form with payment to: National Respiratory Training Center, EVMS Dept of Pediatrics, 855 W Brambleton Avenue, Williams Hall, B8, Norfolk, VA 23510. For more information contact 757 668.6455 or send an email to info@nrtc-usa.org.

Check here to be added to our mail list

Ms/Mrs/Dr First Name Last name Credentials Date of birth

License # RN, _____ RT# _____

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

Street Address

City State ZIP

Phone Cell Fax Home email address PLEASE PRINT
 Preferred email

WORK ADDRESS

Company Job Title

Street Address

City State ZIP

Phone Fax Work email address PLEASE PRINT
 Preferred email

HOW DID YOU HEAR ABOUT THIS COURSE?

Colleague Publication
 Website Conference
 Industry representative Other

REGISTRATION Please note that payment is required to confirm registration.

Course #	Course Start Date	City / State	\$ Participant cost
----------	-------------------	--------------	---------------------

PAYMENT Payment may be made by check, money order, or credit card via PayPal. Please note that PayPal charges credit card users a service fee of 3.3%. **Make check Payable to: National Respiratory Training Center**

Check or Money Order enclosed Paid by company Check will arrive on ____/____/____

Credit Card payment (via Pay Pal.) To process payment using Pay Pal, please provide your email address above and contact the office to initiate the billing process. Pay Pal will send you an email with instructions to process payment. (Please do not provide credit card information on this form.)

I have read the NRTC's course policies on the second page of this application and agree to these terms.

Signature of Applicant Date

NRTC Course Policies

Withdrawals and refunds

To withdraw from a 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.

Transfer to another course

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 \$50 will be charged if notification is given less than 1 week before the course start date (or once the course has begun).

Course completion

Once enrolled in a course, students must complete the course within 1 year of the start date of the current course. After 1 year, students must pay tuition in full to complete the course.

Extension to complete final project

Students unable to submit the final project by the deadline may request an extension of up to 6 months for an administrative fee of \$50.

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. If a student is unable to participate due to changes in dates or location, a full refund will be given.