

**April 13, 2018 ACLS & PALS INSTRUCTOR CLASS
REGISTRATION FORM**

PLEASE PRINT **** PLEASE COMPLETE ALL INFORMATION

REGISTRATION DEADLINE IS APRIL 4, 2018

I AM REGISTERING FOR: (please check box)

ACLS Instructor Course Fee \$150.00

PALS Instructor Course Fee \$150.00

Combined ACLS/PALS Instructor Course Fee \$250.00

<input type="checkbox"/> Yes, I have read the Policy on Refunds/Cancellations
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Name: _____ Degree/ Occupation: _____

Employer: _____

Department: _____

Mailing Address: ___ Home or ___ Work _____

City, State, Zip: _____

Phone: _____ Email: _____

Pursuant to the Americans with Disabilities Act, do you require specific aids or services?:

Visual Audio Mobile N/A

CURRENT ACLS/PALS CARD INFORMATION

Date of Last Course: _____ **(copy of current card(s) are required with application)**

AMOUNT ENCLOSED: \$ _____

PAYMENT INFORMATION:

CHECK # _____ make checks payable to: UPSTATE EMERGENCY MEDICINE INC.

CREDIT CARD: VISA MASTERCARD

If you are paying by credit card, you can FAX your registration to (315) 464-4854

Card number _____

Expiration date _____ CRV # (3 digit code on back of credit card) _____

Signature _____

Name on Credit Card _____ same as registrant

Billing Address _____ same as registrant

**UPSTATE MEDICAL UNIVERSITY
EMSTAT CENTER, 550 EAST GENESEE STREET, SUITE 103
SYRACUSE, NEW YORK 13202**

(315) 464-6197 PHONE (315) 464-1863 FAX morer@upstate.edu

Registration Deadline

Registration forms and payment must be received no later than 14 days prior to the selected class date. Registration fee must be sent with the registration form to confirm attendance. All registrations are accepted and confirmed on a first come/first pay basis. Early registration is recommended although not guaranteed, as classes are limited in attendance. In the event that a class will accept registrations less than 14 days prior to the class date, registrations will only be accepted with a credit card payment.

Policy on Refunds/Cancellations/Requests to Switch Classes

In order to process refunds for course withdrawals, cancellations must be received in writing to EM-STAT Center or via e-mail at alsctr@upstate.edu postmarked no later than 14 days prior to the selected class date. A refund will be issued minus a \$25.00 administrative fee for all cancellations made more than 14 days prior to class date; no refunds will be issued thereafter.

A \$25.00 administrative fee will be charged to any participant who has registered for a class but then requests to move to a different class. A person will not be allowed to start the class until this fee is paid.

SUNY Upstate Medical University reserves the right to cancel or postpone any course at any time due to any unforeseen circumstances or limited attendance. A minimum of 12 confirmed registrants are required to hold a class. In the event of cancellation or postponement, SUNY Upstate Medical University will refund the registration fee associated with the class, but is not responsible for any related costs or expenses to participants, including cancellation fees assessed by hotels, airlines, and travel agencies.