

Registration Form

Continuing Education Courses

PERSONAL INFORMATION (PRINT CLEARLY)				
LAST NAME		PREVIOUS LAST NAME	FIRST NAME	MIDDLE NAME
HOME ADDRESS			CITY/TOWN	PROVINCE
POSTAL CODE	COUNTRY		EMAIL ADDRESS	TELEPHONE
STUDENT ID (IF APPLICABLE)	DATE OF BIRTH ____/____/____ MONTH DAY YEAR		SIN* <small>* Effective 2019, Canada Revenue Agency (CRA) requires all designated educational institutions in Canada to file T2202 Tuition and Enrolment Certificates forms with the CRA. Subsection 237(1) of the Income Tax Act requires that you provide your SIN, upon request, to the preparer of the tax information slip. In order to meet this federal requirement, you must submit your SIN</small>	
COMPANY NAME				
COURSE DETAILS				
Information to complete the below section can be found here				
Course Code	Course Section	Course Name	Course Start Date	Course Fee
Eg. VP804	Eg. SY1	Eg. Venipuncture Techniques	Eg. July 10 th , 2024	Eg. \$778
TOTAL AMOUNT				\$
HOW DID YOU HEAR ABOUT US?				
Michener Website Colleague/Friend Other (please specify) _____		Advertising Hospital News Poster or Flyer Continuing Education Catalogue Conference/Career Fair (please specify) _____ Magazine (please specify) _____ External Website (please specify) _____ Other (please specify) _____		
PAYMENT DETAILS				
Payment Method Credit Card (Visa, AMEX, Mastercard) Debit (In-person only) Certified Cheque Cash (In-person only) Money Order (No Personal Cheques)				
IF CREDIT CARD PAYMENT: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> _____ CREDIT CARD NUMBER </div> <div style="width: 10%;"> ____/____ EXPIRY DATE </div> <div style="width: 40%;"> _____ DATE </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 33%;"> _____ CARDHOLDER SIGNATURE </div> <div style="width: 33%;"> _____ CARDHOLDER NAME (PLEASE PRINT) </div> <div style="width: 33%;"> _____ DATE </div> </div>				

How to Use This Form

Use this form to register for any
continuing education course – live, by
distance or online

Please do **not** use this form to apply to professional programs.

A separate form is available at
www.michener.ca/admissions/directly_to_michener
Personal information

Please complete the personal information section using your **home address** as we will use this information to mail your receipt and any course materials as well as to contact you in case of course changes or cancellations.

Course information

Tell us which course(s) you'd like to take. Remember to **include** the entire **course code**, including the **section number**, where applicable (the number after the dash, e.g. rs810-2). Sections are used when courses are offered on different dates or to different customer groups.

Payment method

Total your course tuition and tell us how you wish to pay. We accept Visa & MasterCard, Certified Cheques and money orders (payable to the Michener Institute), Purchase orders and Ce Credits. You may also pay by Cash or Debit Card if you register in person during business hours.

Send it in!

We'll gladly take your registration by fax, telephone, mail or in person during business hours (Mon. – Fri. 0900 –1700h). *Please note that we cannot reserve a space for you until we receive payment, and courses are filled on a first-come, first-served basis.*

Note: *Space is limited and registrations are accepted on a first-come, first-served basis. Late registrations are not guaranteed notification of course changes or cancellations. We reserve the right to make changes to program availability, schedules and requirements. We reserve the right to correct any typographical or printing errors. We treat your personal information with respect and do not rent, sell or trade mailing lists. We may contact you about your course registration and to keep you informed of other events at The Michener Institute.*

Call (416) 596-3177 or

Tollfree 1-800-387-9066

Fax (416) 596-3180

Email regoffice@michener.ca

The Michener institute

222 St. Patrick St., Toronto, Ontario M5T 1V4

www.michener.ca/ce

