



Course Registration Form

Behavioral Health Training/Denver CARES
 1155 Cherokee Street, Room 265 Denver, CO 80204
 Phone (303) 436-3570 Fax (303) 436-4023

Student Name

Last, First Name			
Employer:			
Date of Birth (for transcripts):			
Billing Address (must match credit card billing address):			
City, State :		Postal Code :	
Employee Home Phone:		E-mail Address :	
Alternate Phone Number:			

Course Registration

Course Title:		Course Title:	
Dates:		Dates:	

Payment Type

Credit Card Number (Visa, MC, AMEX or Discover):		Exp Date:		CVV:	
Cash:	Scholarship:			Check:	
Payment Amount:	Signature:				

***Other forms of payment are also accepted. Should you choose to use another form of payment, please indicate it on the form and make arrangements with us by emailing BHSTraining@dhha.org or by calling (303) 436-3570.**

Questions

Any questions may be answered by calling **303-436-3570**.

Payment Requirement:

Full payment is required at the time of course registration unless other arrangements have been made by the administrator.

Registrations:

Registrations are accepted on a first-come, first serve basis. Some classes may have maximum limits.

Forms can be submitted via:

Some classes may have minimum enrollment limits in order to conduct the class. Should the minimum enrollment be insufficient, the class may be cancelled and you will be notified within 3 business days of class date. Should a class be cancelled, you will be given a full refund, or you may elect to enroll in another class.

e-mail: training@dhha.org

Fax: (303) 436-4023

1155 Cherokee St., Rm 265

Denver, CO 80204

Cancellation Requirements:

Should you need to cancel a class, **seven** business days prior to the class date is **required** in order to receive a full refund. Cancellations received after the seven business days will not be refunded under any circumstances. Credits will be issued at the discretion of the training department. Due to limited class size, some classes are non-refundable and non-transferrable. Addiction Counseling Skills, Advanced Motivational Interviewing, Clinical Supervision 1, and Clinical Supervision 2 are non-transferrable and non-refundable. All cancellations must be submitted on the "Cancellation Form" located in the training office.

Student Acknowledgment: I certify that I have read and understand the requirements of registration and cancellation to take courses through the Behavioral Health Services Training Department at Denver CARES Withdrawal Management Clinic

X: _____

To be completed by Denver CARES Training Department:

Received by:

Received Date: