



## Professional Development Programs Registration Instructions

Please read carefully

Please be sure the following items are included when you register for a course:

### 1. Registration form

- Please fill out a separate registration form for each course
- Street address for U.S. Mail and UPS deliveries – No P.O. Boxes accepted
- Email is the preferred method of communication

### 2. Full Payment

- Check payable to AZA (in US Dollars from a US Bank) or copy of purchase order from your institution
- Include Late Fee after date listed
- Include course credit payment if applicable (this is payable to AZA)
- If you are an international student, please contact AZA for wire transfer instructions

### 3. Institutional Letter of Support

- If you are not employed at an accredited AZA zoo or aquarium or certified related facility member, please include a letter stating why you would like to attend the course. Please note: priority will be given to accredited AZA zoo or aquarium or certified related facility member applicants.

**Incomplete registrations will NOT be processed and will not reserve you a seat in the course. Courses fill quickly, so register early.**

### Once admitted, students should expect to receive

- A letter of acceptance or wait list letter
- Detailed lodging and travel information
- George Mason University credit forms (if applicable)
- Additional releases or forms to be filled out

### AZA Member Registration Priority:

Include your AZA Individual Member number on your Registration form. If it is not listed, you will be charged the non-member rate and not given registration priority. If you have applied for membership please write "Pending" on the membership line and write the approximate date you sent in your membership application. If you would like to join AZA, contact the Membership department at 301.562.0777. Non-members will not be admitted into a course before the Member Priority Date.

### Wait List:

If a course fills, students will automatically be placed on a waiting list and contacted if space becomes available. The number of spaces available on the waiting list varies from course to course every year. The full registration fee and any credit fees will be refunded if you are on the waiting list and space does not become available in the course.

### Cancellations and Refunds:

In order to receive a refund (less a \$50 processing fee), AZA's Training Department must be notified in writing on or before the late fee deadline and any student materials returned. If materials are not returned, refund will be reduced by \$100. If registration is cancelled after the late fee deadline or if a registrant does not attend (no-show), the full fee is retained.



Registration Form  
Managing for Success: Career Development  
February 8-13, 2010, Wheeling, WV

Certificate Name: First M.I. Last (how it should appear on your certificate)

Badge Name: First M.I. Maiden Name (if applicable)

Title AZA Individual Member Number

Zoo/Aquarium/Institution

Mailing address for all correspondence – NO P.O. BOXES – Institution address preferred

City/State/Zip/Country

Work Phone ext. Fax Home Phone

Email Address Administrator email: to receive travel info, invoice, etc.

Course Tuition: AZA Members \$850. \$ Enrollment Priority until  
Non-members \$950. \$ **10/02/09**  
for AZA Individual Members

Graduate Course Credit: \$750 \$ I am 21 years of age or older  
CEU Course Credit: \$20 I am **not** 21 years of age

Late Fee: After 12/20/09 \$50. \$

**Total Payment** \$

Payment Method: Check (included)

P.O. #  
Please include a copy of your purchase order

Please email, fax or mail completed form to the Training Department at  
(T) 301.562.0777 (F) 301.562.0888 (E) azatraining@aza.org  
Association of Zoos and Aquariums, 8403 Colesville Road, Suite 710, Silver Spring, MD 20910