|  |  |
| --- | --- |
| COURSE DATE Requested | **Examination Date & Time (Must Follow Next Day)** |
|       |       |
| **Location Requested** | **Hosted By** |
|       |       |
| Facility Name |
|       |
| Address |
|       |
| City | State |
|       |       |
| Facility Phone  | Room Name |
|       |       |
| Web Address (for Facility) |
|       |
| **Preferred Hotel** | Phone Number |
|       |       |
| Address |
|       |
| Preferred Airport |
|       |
| Parking/Other Transportation Information |
|        |
| **On-Site Contact Name (Printed)** |
|       |
| Phone | Email |
|       |       |

**Please note:** I understand and agree to the following stipulations:

1. The Prep Course and the Certification exam registrations will be open to all SOCRA members. A minimum of 20 Prep Course participants and a minimum of 10 exam participants must be guaranteed to schedule the course and exam. SOCRA recommends selection of dates at least six months out to secure an instructor and to assure the receipt of payment and completed applications no less than six weeks prior to the exam date. Membership of $75.00 must be submitted at the time of registration if prospective attendee is not a current SOCRA member. SOCRA will advertise this course and exam on its website and in the SOCRA Source journal once they have been confirmed by the SOCRA office.
2. I will be responsible for securing a quiet room set 2 per 6 ft table for a minimum of 30 participants, guarantee payment of $295 per attendee if less than the minimum of 20 attendees finally register for the Prep course; provide an LCD projector, lap top computer installed with Microsoft Word and Powerpoint; a registration area and person to assist the instructor the day of the course with registration, handouts and facilitation for the course; and provide continental breakfast, lunch and two breaks for course attendees.
3. I understand that SOCRA will reimburse the costs for the banquet event order once an invoice has been submitted by me. I will assure that all unused course materials and course evaluations will be returned to the SOCRA office no later than two business days following the course.
4. Local onsite requester agrees to wire transfer funds in US Dollars for presenter’s travel expenses, including business class airfare (if more than 6 hours flying time) and food and lodging expenses for two days, before Preparation and Review Course date is scheduled.
5. I will provide a similar type of room for the examination the day following the Prep course. The room will have one additional chair and one table at the front of the room for the facilitator. I will sign and complete a separate Exam Scheduling Form in addition to this form.

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| SIGNATURE |
|  |
| **PRINTED NAME** | DATE |
|       |       |
| TITLE | COMPANY |
|       |       |
| PHONE | EMAIL |
|       |       |