



Name: _____
 First Middle Initial Last

Social Security Number: ____ - ____ - ____

Address: _____
 Number Street

 City State Zip Phone #

Birthdate: ____/____/____ **Email:** _____
 MM/DD/YYYY (mandatory)

Gender, Race and "Is English your primary language?" are not required, and are only used for the State Certification Registration form. If you do not provide this information, you will still be registered.

Is English your primary language? Yes No

Gender: Male Female

Race (pick one):

- American Indian/Alaskan Native
- Asian American/Pacific Islander
- African American/Black
- Hispanic
- Caucasian/White
- Other

Do you have a High School Diploma or its equivalent (GED)? Yes No

Have you ever taken the state certification exam before? Yes No
 If "Yes", when _____

Do you have a valid Social Security Number? Yes No
 If "No", you must obtain a valid number before registering for this course

The following questions are on the State Certification Registration Form. Failure to answer these questions will prevent you from registering for this course. Answering "Yes" to any of the questions does not necessarily mean you cannot be certified. Express Training Services, Inc. wants to make sure you can be certified by the state. That is why these questions are asked before you take this course.

Have you EVER been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors, felonies, and juvenile offenses, even if adjudication was withheld. Driving under the influence (DUI) or driving while impaired (DWI) is not a minor traffic offense for purposes of this question.
 Yes No

Have you ever been denied or is there now any proceeding to deny your application for any healthcare certification to practice in Florida or any other state, jurisdiction or country?
 Yes No

Have you ever had disciplinary action taken against your certification to practice any healthcare-related profession by the licensing authority in Florida or in any other state, jurisdiction or country?
 Yes No

Have you ever surrendered a certification to practice any healthcare-related profession in Florida or in any other state, jurisdiction or country while any such disciplinary charges were pending against you?
 Yes No

Do you have any disciplinary actions pending against your certification?
 Yes No

In the event we are unable to contact you at the phone number listed above, please provide two (2) additional contacts:

Name	Relationship	Phone number (include area code)

Cancellation and Refund Policy

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

Tuition

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant.
3. If the student cancels within three (3) business days after signing the Enrollment Agreement, and the class start date is more than three (3) business days away, all monies will be refunded with the exception of the \$100 registration fee.
4. Cancellation or withdrawal after the program has begun will result in no refund.
5. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

Textbooks, Registration Fee

No refunds will be given on a textbook that has been written in, marked, or otherwise damaged. If the textbook is in good condition, a refund will be made according to the tuition refund rules.

A registration fee of \$100 is included as part of the total price. This registration fee is non-refundable under any circumstances.

Package Deals

There are some classes that offer a "package" deal. This means multiple services are lumped together and provided at one price. Refunds of a package deal will be made using the "Individual Fees" for the refund amounts. The refunds will be made for the state certification exam first, followed by Textbook, registration fee, and lastly tuition. The total refund amount will never exceed the fee paid.

State Certification Exam Fee

In accordance with testing company policy, there are no refunds for state certification fees. Once fees are submitted for the state certification fee, which occurs the first day of class, it is the student's responsibility to attempt to obtain the refund from the testing company.

Rescheduling

Class start dates must be selected at the time of registration. Class start dates can be changed with one week's notice. The only time a class date can be changed with under one week's notice is if there is a **documented** emergency.

Class Cancellation

A full refund of all fees paid will be made for classes that are cancelled regardless of length. The refunds will be made to the appropriate agency or student as prescribed above.

Deposits

A deposit may be submitted to hold your seat in a class. The deposit is non-refundable under **any** circumstances. Deposits must be via credit card, cash or money order. If a deposit is made, the balance of the money is due no later than the first class session. If the balance is not paid, a student may be removed from the class and forfeit the deposit.

Where did you hear about our class?

- Yellow pages**
- Web site**
- Newspaper ad**
- Someone who took the class**
- Other** _____

Please call us at 352-338-1193 (Gainesville), 386-755-4401 (Lake City), 239-278-3800 (Ft. Myers), or 850-502-5521 (Destin) if you have any questions.

