

SEMINAR REGISTRATION GUIDELINES

Payment Options: Cash (please do not send cash in the mail); Check (business, personal, cashier or money order, made out to Empowerment Professionals PC, or Pay Pal for those familiar with process. A \$30.00 return check fee.

Online Registration: empowerment-pro.net (Contact Us Page) Link to brochures provided.

Telephone: (248) 336-2133 **Fax:** (248) 583-9414

Mailing Address: Empowerment Professionals PC, 310 W. Hudson, Royal Oak, MI 48067

Email: empowermentpro@ameritech.net.

Fee Includes: Presentations, materials, free parking, social work continuing education contact hours (CECH's), and MCBAP where applicable. We offer a cash price on all full day seminars. Pay Pal only available on 5&6 CE's.

Food: All meals and snacks are *on your own* unless otherwise specified. Please read each brochure carefully to determine if bonus offerings of coffee at sign-in or a lunch are offered. We cannot guarantee meeting dietary needs on any food or drink offering so please inquire ahead of time to make sure **you** can make personal arrangements that accommodate your needs.

American Disability Act (ADA): We will accommodate ADA individuals as long as we have notification three weeks prior to seminar/workshop. Any request received after stated date will be honored whenever possible. Please notify us at (248) 336-2133.

For Your Comfort: It is recommended that you dress in layers to accommodate the fluctuation of classroom temperatures. Each location may vary.

Confirmations: Email confirmation will be made up to two weeks prior to each seminar date. After that date you may call our office to check the status of your registration.

Directions: Directions may be found on our website at the "contact us" page or by using Google Yellow Pages & Map Quest options.

Workshops: Brief one to two hour intensive educational sessions focused on imparting knowledge, skills and techniques in a particular field.

Mini-seminars: Fours hours or less intensive, skill-based programs designed to impart in-depth interventions or skill set relevant to a particular area of social work and/or substance abuse treatments.

Full Day Seminars: Five to six hour session courses designed to provide expertise in various aspects of social work and substance abuse treatment program.

Continuing Education: *Reach For The Stars!*, provider #1190, is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) www.aswb.org, through the Approved Continuing Education (ACE) program., June 1, 2010 to June 1, 2013. Format: Seminar, Workshop and Lecture Series. *Reach For The Stars!*, maintains responsibility for the program. Sign-in and sign-out is monitored for Social Work Clock Hours and MCBAP certifications. Individual must attend full presentation schedule to receive CE's. Please arrive 15-30 minutes prior to program, and allow time at end of day for sign-out and receipt of your certificate. Completed evaluations are required at sign-out.

Cancellation Policy: Participants who cancel their full day seminar registration at least one week (seven days) before the start of the session will receive a credit or refund minus a \$25.00 processing fee. No credits or refunds will be given for cancellation received less than one week before the start of the seminar. Seminar credit is valid for one calendar year. We reserve the right to cancel any workshop, in which case participants will receive a full credit or refund that equals fee paid. Written cancellation request may be faxed to (248) 583-9414, please allow up to 6 weeks for cash refunds.

Grievances: Grievances in regard to seminar offerings may be addressed by sending a letter to Beverly at: *Reach For The Stars!*, 310 W. Hudson, Royal Oak, MI 48067.