



# Training Registration Form

2511 Corporate Way  
Palmetto, Florida 34221  
941-753-5000

**Company Name:** \_\_\_\_\_

*Mailing Address*

*Billing Address (if different)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of your MedTel Services  
Distributor:** \_\_\_\_\_

## Student Information:

Name \_\_\_\_\_ Title \_\_\_\_\_ Fax \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Student's Immediate Supervisor:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Student evaluations and certificates are mailed to student's supervisor following completion of the training program. Certificates are provided only for students who successfully complete the minimum course requirements.

## Enroll this student in the following class(es):

Course ID	Course Name	Start Date	Location	Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Due</b>				_____

## Method of Payment (choose one):

<input type="checkbox"/> Purchase Order _____ PO Number _____ PO Amount	<input type="checkbox"/> Company Check _____ Check Number _____ Check Amount	<input type="checkbox"/> Wire Transfer _____ Amount _____ Total	<input type="checkbox"/> Credit Card (Mastercard or VISA) _____ Card number _____ Expire date _____ Cardholder name (print) _____ Cardholder signature _____ Card Billing Address (including zip):
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ALL PAYMENTS MUST BE MADE IN U.S. DOLLARS. Attendance is scheduled upon receipt of a completed student registration form accompanied by a Purchase Order or payment in full. Make checks payable to MedTel Services, LLC. Credit card payments, checks, and wire transfers are due at time of registration. See payment guidelines for wire transfer payment instructions.

Please complete one registration form for each student: Email to [training@medtelservices.com](mailto:training@medtelservices.com), or fax registration and payment information to 941-751-7786. For questions about training, call 941-753-5000 ext. 7550. *You are NOT registered until you receive a confirmation number.*

Cancellations: Registered students receive full tuition refund if MedTel Services receives written notification of the cancellation no fewer than 15 calendar days prior to class start date. Cancellations received less than 15 days prior to class start incur a cancellation fee equivalent to 50% of tuition. "No shows" will be charged full tuition. MedTel Services reserves the right to cancel any class up to two weeks prior to class start date. MedTel Services' liability for any cancelled class is limited to reimbursement of tuition received for that class.

**Approving Manager** \_\_\_\_\_  
Signature \_\_\_\_\_ Name (please print) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_