

# STEPS TO REGISTER

**ONE**  
Fill out information to the right. All fields — including supervisor signature — are required!

**TWO**  
Choose your courses. BE SURE TO INCLUDE THE COURSE CODE.

**THREE**  
Add up your total amount due and enter it at the bottom of the page

**FOUR**  
Select payment method

**FIVE**  
Mail to Traci Madison, Registrar, at 4700 Wissahickon Ave., Suite 126, Philadelphia PA 19144. Or put in Traci's Central Office mailbox.

Or fax to 877/386-3756.

**SIX**  
Enjoy your course!

## QUESTIONS?

Contact Traci Madison, Registrar, at:

**Phone:**  
215-951-0300, ext. 3655

**Email:**  
traci@rhd.org

# REGISTRATION *Form*

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Organization or RHD Unit \_\_\_\_\_ Unit Number \_\_\_\_\_

Organization/Unit Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Supervisor signature \_\_\_\_\_

Attending course during paid work time?  Yes  No First course at Miniversity?  Yes  No

# COURSE *selections*

Refer to course description in previous pages for Course Code, Course Title, Date and Fee information. PLEASE PRINT CLEARLY!

COURSE CODE	COURSE TITLE	DATE	FEE

REMINDER: All courses are free to RHD staff, with the exception of CPR and First Aid.

**Total amount due** \_\_\_\_\_

**Payment method:**

Check/Money Order enclosed (made payable to **RHD Miniversity**)

## Important!

Mail this page to Traci Madison, Registrar, at 4700 Wissahickon Ave., Suite 126, Philadelphia PA 19144. Or put in Traci's Central Office mailbox. Or fax to 877/386-3756.

# FREQUENTLY ASKED QUESTIONS

- 1 How do I register for courses?**

Complete the registration form located in the back of this brochure. Send or drop off your completed registration form to: **Traci Madison, Registrar | RHD/Miniversity | 4700 Wissahickon Avenue, Suite 126 | Philadelphia PA 19144-4248**  
Or use RHD/Miniversity's **fax number at 877-386-3756**  
We are unable to accept registrations by telephone. Within one week of submitting your application, you will receive a confirmation notice by e-mail.
- 2 Where are courses held?**

All courses are held at the RHD Central Office, unless otherwise noted. Please note that many of these courses can be held at other sites, provided there are enough participants.
- 3 When are payments due?**

All payments from non-RHD employees are due at time of registration. Checks and money orders should be made payable to "RHD Miniversity". Credit Card payments are not accepted. We are unable to register you for a course until we receive payment. All classes, with the exception of CPR and First Aid, are free to RHD employees.
- 4 What happens if I am late for a class?**

In order to ensure that participants have enough time in the classroom to maximize the benefit of the course, Miniversity Instructors have the option of closing their course to late entry. If you are late for a course and there is a sign on the door indicating that the class is closed, please see the Training Coordinator or the Miniversity Registrar to determine the date and time of the next offering.
- 5 What if I need to cancel my registration?**

For a full refund, you may cancel your registration five days prior to the course. If you do not cancel by that time, you will receive partial credit toward a future course. The credit is valid for courses taken within one year.

**RHD Staff Only:** Please note that your unit will be charged a \$15 "No Show" fee if you do not attend the course and do not cancel your registration. Your unit reserves the right to charge you for the "No Show" fee and any course fees that have been paid on your behalf, if you do not attend the registered courses.
- 6 What if RHD cancels the course I signed up for?**

Courses are cancelled when fewer than six people register, with some exceptions. We will make every effort to contact you as soon as possible in the event of a course cancellation. Courses cancelled due to bad weather are rescheduled during the semester or your payment will be refunded.

To confirm if a course has been cancelled, please call 215-951-0327, ext. 3058. You will hear a pre-recorded message indicating whether the course has been cancelled and, if so, when it will be rescheduled.
- 7 How are waiting lists handled?**

Instructors reserve the right to limit the class size. If you are placed on a waiting list, you do not have a seat in the class. You will only be called if a seat becomes available. Waiting lists are handled on a "first come, first-serve" basis and do not carry over from one semester to another.
- 8 What if I cannot attend all of the sessions a course requires?**

Some courses may require more than one session. You must attend all of the sessions listed in order to receive a Miniversity certificate and LSW/PCB credits, if applicable. Please take this into consideration when registering for classes.