

2018-2019 Purchase & Registration Form

Name _____ Designation(s) _____ Entity Number (5 digits): _____

Phone Number _____ Email _____

Organization _____

Important Notes:

*In order to register for a seminar or purchase a PD product, you must have an online profile with CPA Alberta. All members of CPA Alberta have an online profile based on their Member Number.

*If you don't have a Customer ID Number, and you are not a member of CPA Alberta, please create an online profile here: <https://pd.cpaalberta.ca/Register.aspx> CPA Alberta cannot create your online profile.

*All registrations must be accompanied with payment / passport number in order to be processed.

*All passport registration requested must be received at a minimum, ten business days prior to the seminar start date.

*Registrations are only accepted by mail, fax, email, online and in person.

PD Passport Purchase

Type	Price	Quantity	Total
Personal Passport	\$1,890	x	
Corporate Passport	\$2,310	x	
Mini Personal Passport	\$1,050	x	
Online Learning Passport	\$975	x	
Passport Sub Total			

PD Seminar Registration Information (complete only the applicable payment method; either seminar fee or passport tickets)

Seminar Title	Seminar Code	City	Date	Credit Card OR Passport	
				Seminar Fee	# of Tickets
				\$	#
				\$	#
				\$	#
				\$	#

Dietary Restriction (if attending a seminar(s)): _____

Check here that you agree to all [Professional Development](#) and [Passport](#) Terms & Conditions

Payment Information (Please Choose One Payment Method)

Passport Tickets

Total Tickets: _____

Passport Holder: Corporate Personal Mini Personal Online Learning Passport Number(s): _____

Credit Card

Subtotal (\$) _____ Plus GST (\$) GST # 10690 4287 RT0003 _____ Total (\$) _____

VISA MC American Express

CREDIT CARD NUMBER _____ EXPIRY DATE _____

NAME ON CARD _____ SIGNATURE _____

Please forward registration and payment to: pdregistration@cpaalberta.ca

- Confirmation letters are sent by the system after the registration has been processed.
 - Reminder letters (in-class seminars) are sent approximately two weeks prior to the seminar date.
 - Registrants are advised to keep a copy of their initial registration as a reference and should make contact with Professional Development to verify their confirmed seating at least 5 business days prior to the seminar start date if they have not received a Confirmation Letter or Reminder letter. This form is not a confirmation of enrollment.
 - Refunds will not be provided for failure to receive Confirmation Letters or Reminder Letters.
- All assessments apply. Please see CPA Alberta PD Registration Terms & Conditions

Under the Chartered Professional Accountants Act and the privacy policy of CPA Alberta, dissemination of personal information is restricted. Upon written permission of the registrant, personal information may be provided to a designated individual to assist in registration. Please complete and submit the Consent to Release PD Information form. For a copy, please contact Professional Development or download at: www.cpaalberta.ca/ProfessionalDevelopment/Forms.aspx. CPA Alberta Privacy Policy can be viewed [here](#)