

CPE REGISTRATION FORMS

Please use photocopies of this form for additional registrations. Please Type or Print

Special Needs: Please check here if you are disabled or require special services. Attach a written description of needs.

Name _____
First MI Last

Firm _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

e-mail _____

Total Enclosed \$ _____

Method of Payment: ___ Personal ___ Company

Check MasterCard Visa AMEX

Credit Card _____

Expiration Date _____

Cardholder's Name _____

Signature _____

Course Title/ID _____

Date/Location _____ Fee _____

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Date/Location _____ Fee _____

KyCPA Member only AICPA Member only KyCPA/AICPA Member Non-CPA Staff Other State Society Non-member

Members receive significant discounts! Contact me about membership.

Early discount: \$25 on indicated 8-hour or more seminars/conferences and \$10 on 4-hour classes when marked.

Registration and payment must be received 10 days in advance of event date. **AICPA member discount:** \$30 per day on seminars marked with (A) only. **Get Smart Discount:** Register for selected multiple courses by July 31, 2010 (Members Only)

Register online at kycpa.org or return this form to: KyCPA, 1735 Alliant Avenue, Louisville, KY 40299-6326

FAX 502.261.9512 ♦ Phone 502.266.5272 ♦ In Kentucky 800.292.1754

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CANCELLATIONS, TRANSFERS & SUBSTITUTIONS

“**Cancellation**” means you will not attend the scheduled program, you do not want to transfer the registration to another program, and there is no other person available to attend in your place. Cancellations received by the office more than 7 calendar days before the program will receive a full refund. Cancellations received less than 7 days before the program will forfeit an administration fee of \$25. **No shows receive no refund.**

“**Transfer**” means you cannot attend the scheduled program, but you wish to transfer the registration fee to another scheduled program. Transfers will be allowed up to the day before a program. There is a \$25 administrative fee for this service.

“**Substitution**” means you cannot attend the scheduled program but you wish to substitute another person. Substitutions may be made at any time, including the day of the program. There is no charge for this service. However, if the person substituting for you would normally be charged the non-member rate, they will be billed the additional fee. If you registered as a part of the “Get Smart” Member Discount Program, the substitution may result in an additional charge to the new registrant.

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