

California Park & Recreation Society

Education Division

District and Section Registration Form Instructions

Below please find six quick tips to help with your education planning & registration form:

- facility should be ADA compliant, be cautious of historical buildings
- special food requests can occur—gluten free is easy; ask on registration form
- sign language requests require two interpreters who trade off; budget at least \$1200 for an interpreter full day request; real-time captionists are more expensive
- list the ADA and cancellation policy, have the registrant sign for their understanding of the policy
- do not collect drivers license numbers, birth dates or social security numbers (prison locations are the exception and call CPRS for instructions)
- decide and state on the registration form if onsite registration is allowed, we recommend allowing onsite registration at minimum and state lunch would not be available

Text for registration form: CEU credit

Registrants must attend 2 hours minimum of educational sessions to obtain CEUs. Attendance of CEU participants is monitored during the program, with sign-in and sign-out procedures. The CEU form is submitted before leaving the workshop. Incomplete attendance disqualifies a participant for CEUs. Partial credit is not permitted.

Text for registration form: Eating Requirements

Do you have any food or beverage food sensitivities? Please list...

Text for registration form: ADA accommodation

Accessibility and English as a Second Language accommodations must be received by CPRS event planners by [specific date]. If a specific accommodation is not requested in advance, it might not be provided onsite. Accessibility requests should contact [name here] at [phone number] for instructions.

Accommodation Requested: _____

Text for registration form: Cancellation Policy

Cancellation Policy: Cancellations before [date here] will be eligible for a refund. No refunds after this date. Attendee replacement is allowed; please let us know in advance.

Planners' note: you can always make an accommodation if you are able—for instance—you may get a walk-in who could eat the cancelled person's lunch.

Contact us!

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