



# ENROLLMENT FORM

## APPLICANT INFORMATION

INSTITUTE: \_\_\_CIC / \_\_\_CISR / \_\_\_WTH / \_\_\_ETHICS

Enrollment date: \_\_\_\_\_

Course date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of birth: (mm/dd/yyyy)

Last 4 digits SSN: xxx – xx - \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Company: \_\_\_\_\_

Designations: \_\_\_\_\_

PIA member: \_\_\_\_\_(Y/N) – *discount applies*

PR Insurance Commissioner license: (#NPN)

Other state: (#NPN)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

## PAYMENT METHOD

**\$460 – CIC****\$160 – CISR / CISR ELITE / WTH / DYNAMICS OF SERVICE****\$70 – ETHICS****\$60 – E&O SEMINARS**Note: There is an additional cost of \$1 per credit for those who have Insurance License.

CISR / CISR Elite - \$8      CIC – Puerto Rico \$30      Ethics / E&amp;O \$4      WTH / Dynamics of Service - \$7

 Check / Money Order enclose payable to: PIA of PR & the Caribbean, Inc.Charge to:  VISA / MC AMERICAN EXPRESS

CARD #:

Expiration date:

Cardholder signature:

**Send invoice to:** (provide contact name / email / phone)

## CANCELLATION POLICY

To guarantee your seat, please send your payment with a minimum of three days before the course requested.

No "walk-ins" accepted.

**Cancellations / Refunds:** Cancellations must be in writing. No refunds, except, change to direct courses with "The National Alliance" (i.e. CRM / Ruble).**Change dates:** One-day course (CISR) will be charged with \$25; courses of two days or more (CIC) will be charge with \$50. Participant substitutions are accepted at least 48 hours before the course without additional charges. MAXIMUM OF TWO CHANGES PARTICIPANTS. AFTER THIS, IT WILL BE CANCEL WITHOUT REFUND. (CANCELLATION FEES MAY APPLY)

We reserve the right to make changes in the academic curriculum, cancel or change day in order to complete the quorum required of participants.

Para garantizar su espacio, es necesario enviar su pago con un mínimo de 3 días antes del curso solicitado.

No se aceptarán inscripciones el mismo día del curso.

**Cancelaciones / Reembolsos:** Cancelaciones deben ser realizadas por escrito. No se harán reembolsos, con excepción de cambio de matrícula a cursos directos con "The National Alliance" (ej. CRM / Ruble).**Cambios de fecha** tienen un cargo de \$25 si es un curso de 1 día (CISR) ó \$50 si es un curso de 2 días o más (CIC). Se aceptan sustituciones de participantes al menos 48 horas antes del curso, sin cargo adicional. MAXIMO DE DOS CAMBIOS POR PARTICIPANTES. LUEGO DE ESTO, SE CONSIDERARÁ CANCELADO Y NO HABRÁ REEMBOLSO (CARGOS POR CANCELACIÓN PUEDEN APLICAR)

Nos reservamos el derecho de hacer cambios en el currículo académico, cancelar o cambiar día de no completar el quórum mínimo requerido de participantes.

## ADA LAW

In accordance to Title III of the Americans with Disabilities Act, we invite all registered participants to advise of any disability and any request for accommodation to that disability. Please submit your request as far in advance as possible to the program you wish to attend. / De acuerdo con el Título III de la ley de Americanos con Incapacidad (ADA), invitamos a todos los participantes registrados a notificar cualquier incapacidad y cualquier solicitud de acomodo razonable para mencionada incapacidad. Favor someter solicitud a la brevedad posible.

## I UNDERSTAND AND AGREE THE TERMS AND CONDITIONS OF PIA OF PR & THE CARIBBEAN.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## PIA OFFICE USE ONLY

System date: \_\_\_\_\_

By: \_\_\_\_\_

# Invoice: \_\_\_\_\_ invoice date: \_\_\_\_\_

EXISTEN REGULACIONES DE LA OFICINA DEL COMISIONADO DE SEGUROS DE PUERTO RICO Y THE NATIONAL ALLIANCE FOR INSURANCE EDUCATION & RESEARCH CUALES PROHIBEN EL USO DE EQUIPO ELECTRONICO DURANTE LOS SEMINARIOS. CADA INSTRUCTOR / CONSULTOR TIENE LA RESPONSABILIDAD Y AUTORIZACION DE EXPULSAR CUALQUIER PARTICIPANTE QUE VIOLE ESTAS REGULACIONES, LAS CUALES PODRIAN PERJUDICAR SU MANTENIMIENTO DE DESIGNACION Y/O LA ADQUISICION DE HORAS CRÉDITO. PIA DE PUERTO RICO Y EL CARIBE NO SE RESPONSABILIZA POR ESTAS ACCIONES Y NO SE EMITIRÁ REEMBOLSO DE PARTICIPANTE SER EXPULSADO DEL SEMINARIO. / The Commissioner Insurance Office of PR and The National Alliance for Insurance Education & Research has regulations against using electronic devices during seminars. Instructors / Consultants have the authority and responsibility to send off any participant who violates these regulations, which it may cause lose designation or can't earn CE credits. PIA of PR & the Caribbean it is not responsible for this actions and will not issue reimbursement per participant to be expelled.

PIA of Puerto Rico &amp; the Caribbean

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