



## Facilitator & Human Factors Course Registration Form

**Course:** Please select one.

- Full 5-day course       3-day Facilitator course       2-day Human Factors course

**5-Day Course Dates in 2019:** Please select one.

*Note:* The first 3 days comprises the Facilitator content, and the final 2 days comprises the Human Factors content.

- 13 – 17 May (Houston)       08 – 12 July (Houston)       21 – 25 October (Houston)
- International – Dates to be determined based on need and availability\*
- Other (below) Provide dates and locations for requesting a course at your company or location:

\*Additional information to come.

### Registrant Information:

First (Given) Name	Last (Family) Name
Company Name	
Address (Street, City, State, Postal)	
Phone	Alternate Phone:
Email Address (below):	Primary Language English? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, communication skills may be verified prior to enrollment.)
Reason for attending course (Check all that apply):	
<input type="checkbox"/> To facilitate WellSharp Plus courses	
<input type="checkbox"/> To satisfy the Train-the-Trainer requirement for <input type="checkbox"/> WellSharp <input type="checkbox"/> RigPass <input type="checkbox"/> Other course _____	
<input type="checkbox"/> Other reason (Explain below):	



**Registration Fee\*:**

- 5-Day Course: **\$2,700 USD** (this includes the 3-Day Facilitator Course + the 2-Day Human Factors Course)
- 3-Day Course: **\$1,800 USD** (this includes the 3-Day Facilitator Course)
  - *Meets requirement for RigPass and WellSharp Instructors*
- 2-Day Course: **\$1,200 USD** (this includes the 2-Day Human Factors Course)

The registration fee includes: Admission to the course, course materials, and breakfast/lunch.

\*The registration fee may increase slightly in the future.

**Additional Course Information**

Hotel/Travel arrangements are to be made, and costs incurred, by the participant/employer. IADC or host facility will incur all costs associated with breakfast and lunch for the full duration of the course. Please contact [Facilitator@iadc.org](mailto:Facilitator@iadc.org) for more details.

**Payment Information:** Payment is required at the time of registration.

**Cancellation fees will be applied when a participant withdraws from the course on or before the first day of the course as follows: (\$25 processing fee is applied)**

- 60 days prior to the first day of the course will receive a 100% full refund of course registration fees.
- 30 days prior to the course will receive a 50% refund.
- No refund will be given for notice of less than 30 days.

**Scheduling:** Please provide an alternate date in which you would be available to take this course in the event that the course you are registering for is full by the time we receive your payment. Check all that apply.

Unable to attend on an alternate date       Can attend on the following alternate dates:

Alternate dates:

Retain my registration and payment information if additional dates available.

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**Please select your payment method:**

Check    Wire Transfer

MasterCard    Visa    AMEX

Paid by:  Employer of registrant\*    Registrant   (\*If paid by employer, please include employer's billing info and IADC provider #)

When making your payment, please reference the Facilitator Course and the participant's name.

**Employer (Training Provider) Information\*:**

Company Name		IADC Provider ID#:
Manager or Administrator's First (given) Name	Manager or Administrator's Last (family) Name	
Address of Employer (Street, City, State, Postal)		
Employer's Phone	Alternate Phone:	
Manager or Administrator's Email Address:		



**Payment Information:**

<b>CREDIT CARD PAYMENT</b>	Credit Card Number:..... Exp. Date:..... Cardholder Name:..... CVV:..... E-mail:..... Cardholder Address:..... City:..... State:..... ZIP..... Country:..... Phone:.....  Signature*: *Electronic signature is acceptable. To sign electronically, click in the field above and follow the prompts. Do not sign until all other fields have been completed. Once the form is signed, no changes can be made.
<b>WIRE TRANSFER</b>	<b>Capital One, N.A.</b> 5444 Westheimer Rd., Ste 600 Houston, TX 77056 Phone: 713-212-5185  <b>Wire ABA: 111901014</b> <b>ACH ABA: 113024915</b> <b>Swift Code: HIBKUSHI</b> <b>Account Number: 3822684415</b>  Please include a \$20 processing fee for all wire transfer payments.
<b>CHECK</b>	<b>Mailing Address:</b> IADC Attn: Sonia Martin, Facilitator Course Coordinator 3657 Briarpark Drive, Ste. 200 Houston, TX 77042

**Important:** Email this form to Sonia Martin at [Facilitator@iadc.org](mailto:Facilitator@iadc.org).  
 Subject line of the email: **Facilitator Course Registration**  
 Please indicate in your email if you wish to be placed on the **waiting list** for the course in the event that the course you are registering for is full by the time IADC receives your payment.