



## The Children's Assessment Center

### How to Register?

*\*This program is capacity-controlled. Early registration is strongly advised.*

#### The charge for Continuing Education (CE) Certificates or Certificate of Attendance:

Fee: \$35.00 per person

A 3 hour workshop (3 Ethics hours) and all attendees will receive a certificate of attendance and continuing education in the advertised areas. The attendee must attend the training in its entirety to receive the certificate.

⇒ *Confirmation of registration* will be forwarded by email, mail or fax. Please save a copy of your confirmation for your reference.

#### To Register:

For online registrations go to: [www.cachouston.org](http://www.cachouston.org) or [CLICK HERE](#)

⇒ Via email: [cactraining@cac.hctx.net](mailto:cactraining@cac.hctx.net) • Via fax: 713-437-4530.  
For more information call 713-986-3374

#### How to Pay:

- Forms of payment accepted: cash, check, credit card.
- Make checks payable to: "The Children's Assessment Center"
- Mail, online or bring payment and registration form to:

The Children's Assessment Center  
ATTN: CAC Training Department  
2500 Bolsover, Houston, Texas 77005

#### Conference Registration Cancellation/Refund:

The Children's Assessment Center (CAC) asks that you inform the training department if you are unable to attend to allow the seat to be filled by individuals on the waiting list. You can *transfer your registration* to another person at any time upon notification to the Training Director, Karen Kennard. Cancellations must be received by the CAC Training Department *in writing two weeks prior* to the date of the training to receive a refund minus the administration fee of \$15.00.

#### For more registration information , questions, and concerns contact:

CAC Training Center @713-986-3374 • Fax: 713-437-4530 • E-mail at [cactraining@cac.hctx.net](mailto:cactraining@cac.hctx.net)

#### Training Check-in:

Check-in is from 8:30 am—9:00 am in the virtual lobby on Microsoft Teams. Please be mindful of virtual etiquette for this training.

For Continuing Education purposes, the following must occur:

- Join the workshop on time and be present for the entire session.
- Have your computer, laptop, or cellphone camera on and be visible for the entire presentation.
- Your name when joining the meeting should be your first and last name.
- Complete and submit an evaluation form at the conclusion of the workshop.

**Continuing Education Information:** The Children's Assessment Center (CAC) is approved to sponsor continuing education credit by the Texas State Board of Social Work Examiners # 2762. The Children's Assessment Center (CAC) meets the requirements for continuing education credit by the Texas State Board of Examiners of Professional Counselors, and Texas State Board of Examiners of Marriage & Family Therapists. The Children's Assessment Center is a continuing professional education provider for the State of Texas, CPE #902-370. The Children's Assessment Center (CAC) is approved by the American Psychological Association to sponsor continuing education for psychologists. The Children's Assessment Center (CAC) maintains responsibility for this program and its content.

The Children's Assessment Center, Training & Conference Center, 2500 Bolsover, Houston, Texas 77005, (713) 986-3530

*Grievance: All complaints or concerns about the program should be directed to The Children's Assessment Center Training Department Director at 713-986-3530.*



The Children's Assessment Center

## Training Registration Form

To Register, fill out details below (Please Print):

Name: (Mr./Mrs./Ms.) \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_  Cell  Main  Business  Home

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Please check which continuing education credit is applicable in the box below:

Educator  Marriage & Family  Professional Counseling  Psychology  Social Work

Registration Fee: (Check which applies)

\$35.00 — 9:00AM - 12:00PM workshop on November 4th, 2020 .....Quantity? \_\_\_\_\_ X\$35.00 = Total: \$ \_\_\_\_\_

Method of Payment:

- Cash  Check (Make payable to: The Children's Assessment Center)  
 Credit Card Payment (Fill out below)

Name on Credit Card: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

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

Number on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CID# \_\_\_\_\_

Credit Card Payment:  VISA  AMEX  MC

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return the registration form via fax to **713-437-4530** or email to: **cactraining@cac.hctx.net**

For more information call 713-986-3374.

Thank you for participating in The Children's Assessment Center's Training.