

REGISTRATION INSTRUCTIONS

FEES

The Center for Benefits and Services (CBS) does not receive any outside funding for their trainings and must charge a nominal fee to cover costs. MCCAP is able to provide training to you free through funding from the City of New York, administered by the NYC Department of Health/Mental Hygiene, Division of Health Care Access and Improvement.

REGISTRATION & CONTACT INFORMATION

Each participant must fill out a registration form.

For CBS trainings:

Enclose payment (\$40 each). Payment must accompany registration for training.
Make checks payable to the Community Service Society.

Mail checks and the registration form to:

**The Community Service Society of New York
Training Workshops/8th Floor
105 East 22nd Street, New York NY 10010**

For MCCAP trainings:

You can fax the completed registration to: 212-614-5305.

For Questions regarding trainings:

CBS Trainings: **Migdalia Molina** at 212.614.5497
MCCAP Trainings: **Vivian Lagares** at 212.614.5465

OBTAINING CONFIRMATION

1. Everyone who registers will receive a fax confirmation letter from either CBS and/or MCCAP, therefore please include your fax number on the registration form. Please bring this faxed confirmation on the date of the training.
2. If you have not received a confirmation letter please call (numbers above) at least two days before the session to confirm registration.

3. If registering close to the date of the training or if you want to register on the date of the workshop please call to ensure space availability.

REQUESTING AN INTERPRETER

If you require a sign language interpreter, please send your registration at least three (3) weeks in advance, as indicated above, to ensure that we can secure an interpreter. If you are unable to attend, please notify the contact person above at least three days in advance.

REFUND AND CREDIT POLICY FOR CBS TRAININGS

1. There are no refunds for CBS trainings. However, any registrant choosing to cancel a workshop registration will receive a credit voucher, if notice of cancellation is received at least 3 working days prior to the workshop.
2. No credit vouchers can be issued after the workshop. However, we will send the class workbook upon request.
3. A person who cannot attend a workshop for which they have registered may send a replacement.