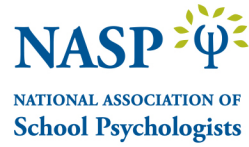




3rd Edition



4340 East West Highway
Suite 402
Bethesda, MD 20814
301-657-0270
www.nasponline.org

CORE WORKSHOP MATERIALS ORDER FORM

(All orders must be prepaid.)

Today's Date _____ Sponsor Name _____

Contact Name _____

E-mail _____ Phone _____

Workshop Information

ONLY WORKSHOPS WITH THIRD EDITION TRAINERS MAY ORDER MATERIALS. PLEASE ENSURE YOUR TRAINER HAS UPDATED THEIR TRAINER STATUS.

Workshop 1

ONLY WORKSHOPS WITH THIRD EDITION TRAINERS MAY ORDER MATERIALS (electronic format)

Workshop 1, Third Edition: Comprehensive School Safety Planning – Prevention Through Recovery

_____/_____/_____
Date of Workshop

PREPaRE Trainer #1 _____ PREPaRE Trainer #2 _____

Workshop 2

ONLY WORKSHOPS WITH THIRD EDITION TRAINERS MAY ORDER MATERIALS (electronic format)

Workshop 2, Third Edition: Mental Health Crisis Intervention: Responding to an Acute Traumatic Stressor in Schools

_____/_____/_____ and _____/_____/_____
Date of Workshop

PREPaRE Trainer #1 _____ PREPaRE Trainer #2 _____

Billing Information

Organization _____

Person Receiving Invoice _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Payment Information

Check # _____ Purchase Order # _____ Visa _____ Master Card _____

Card # _____ Expiration Date _____

Cardholder Name _____

Authorized Signature _____

Materials Order Information

Item _____ Qty _____ Price _____ Total _____

ONLY WORKSHOPS WITH THIRD EDITION TRAINERS MAY PURCHASE MATERIALS

Workshop 1 _____ x \$45.00 (Per Participant Materials Fee) \$ _____

Workshop 2 _____ x \$55.00 (Per Participant Materials Fee) \$ _____

Billing Total _____

All orders must be prepaid.

Send order form and payment 30 days in advance of workshop date to:

PREPaRE Program
National Association of School Psychologists
4340 East West Highway, Suite 402
Bethesda, MD 20814
Fax: 301-657-0275 E-Mail: prepare@naspweb.org

PREPaRE Trainer Policy

Only trainers with PREPaRE Trainer status may conduct workshops. All trainers must be listed on the order form. Only workshops with trainers updated in the third edition may purchase third edition materials. Please confirm with your trainer if you are unsure of which edition you will be providing.

Materials Delivery

Workshop materials for the 3rd edition are provided online only. Registered workshop participants will be instructed by the trainer to download the materials in advance of the workshop.

Refunds

Permission for refund on any unused seats may be requested in writing *within* 30 days after scheduled workshop date. Once a participant accesses the pretest, they will be counted as a workshop participant and the workshop materials will not be eligible for refund. *Refunds for unused seats are subject to an administration fee of 20%.* All refund requests for permission should be e-mailed to NASP at prepare@naspweb.org.

Customer Service

Please contact NASP by e-mail prepare@naspweb.org or phone 1-866-331-NASP (6277) ext. 850.

Workshop and Materials Order Policy

Only NASP PREPaRE Trainers may conduct a PREPaRE Workshop.

Allow up to 4 weeks for completed orders to be processed by NASP. NASP will notify sponsor when materials can be accessed and workshop should be completed within 90 days following that notification.

Due to copyright guidelines and regulations, workshop materials may ONLY be distributed to those participants who attend the PREPaRE workshop(s).

Updated September 2019

Accounting Use Only

Prepayment #13920 _____
