

CORE WORKSHOP MATERIALS ORDER FORM

Deadline for orders: April 30, 2020 (while supplies last)

Today's Date _____ Sponsor Name _____

Contact Name _____

Email _____ Phone _____

Workshop Information

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

Workshop 1 (Workshop must be conducted by June 30, 2020.)

ONLY WORKSHOPS WITH SECOND EDITION TRAINERS MAY ORDER MATERIALS

Workshop 1, Second Edition: Crisis Prevention & Preparedness: Comprehensive School Safety Planning

_____/_____/_____
 Date of Workshop

PREPaRE Trainer _____ Additional PREPaRE Trainer _____

Workshop 2 (Workshop must be conducted by June 30, 2020.)

ONLY WORKSHOPS WITH SECOND EDITION TRAINERS MAY ORDER MATERIALS

Workshop 2, Second Edition: Crisis Intervention & Recovery: The Roles of School-Based Mental Health Professionals

_____/_____/_____ and _____/_____/_____
 Dates of Workshop

PREPaRE Trainer _____ Additional PREPaRE Trainer _____

Shipping Information

Business/Location for Delivery _____

Attention _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Requested Delivery Date _____

Billing Information

 Organization

 Person Receiving Invoice

 Address

 City

 State

 Zip Code
Payment Method

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

 Card #

 Expiration Date

 Cardholder Name

 Authorized Signature
Materials Order Information

<u>Item</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
<u>ONLY WORKSHOPS WITH SECOND EDITION TRAINERS CAN PURCHASE MATERIALS</u>			
Workshop 1	_____ x	\$35.00 (Per Participant Materials Fee)	\$ _____
Workshop 2	_____ x	\$45.00 (Per Participant Materials Fee)	\$ _____
		Order Amount	\$ _____
		Shipping/Handling Ground (6% of Order Amount)	\$ _____
		2nd Day or Overnight Shipping (Call for Price)	\$ _____
		Billing Total:	\$ _____

Send order form and payment 4 weeks prior to delivery date to:

PREPaRE Program

National Association of School Psychologists

4340 East West Highway, Suite 402, Bethesda, MD 20814

Fax: 301-657-0275 Email: prepare@naspweb.org**Customer Service**Please contact NASP by email prepare@naspweb.org or phone 1-866-331-NASP (6277) ext. 850.**PREPaRE Trainer Policy**

Only trainers with PREPaRE Trainer status may conduct workshops. Only workshops with trainers updated in the second edition may purchase second edition materials. Please confirm with your trainer if you are unsure of which edition you will be providing.

Workshop and Materials Order Policy

Only NASP PREPaRE Trainers may conduct a PREPaRE Workshop. NASP will only ship materials to workshops being given by trainers with PREPaRE Trainer status. Due to copyright guidelines and regulations, workshop materials may ONLY be distributed to those participants who attend the PREPaRE workshop(s).

Deadline

All orders must be received by April 30, 2020. Completed orders will be filled in the order in which they are received while supplies last.

Delivery

Unless otherwise noted, materials will be shipped ground. Shipping/handling charges for the continental U.S 6% of the order cost. AK, HI, PR, & International orders are billed at actual cost.

Returns

All sales are final. No refunds. No returns.

Orders must be received four weeks prior to delivery date. Orders shipped ground will normally arrive within 7–10 business days. Rush orders Contact NASP (may incur \$50 handling fee).

NASP must be notified of any product received damaged in shipment within 48 hours of receipt at 866-331-6277.

Updated January 2020