

# GENERAL REGISTRATION FORM

PROFESSIONAL DEVELOPMENT SERIES SEMINARS 2010



Ordre des comptables  
en management  
accrédités du Québec



➔ See next page for Registration Fees & Guidelines

## Participant Information (please print)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Participant Name

Please select the seminar and membership rate you qualify for:  Early-bird Rate  Regular Rate |  CPA Member Rate  
 Non-member Rate

CPA Number: \_\_\_\_\_ Seminar Code (i.e., 543210): \_\_\_\_\_  
Seminar Title: \_\_\_\_\_  
Date (month/day): \_\_\_\_\_ Seminar City: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Participant Name

Please select the seminar and membership rate you qualify for:  Early-bird Rate  Regular Rate |  CPA Member Rate  
 Non-member Rate

CPA Number: \_\_\_\_\_ Seminar Code (i.e., 543210): \_\_\_\_\_  
Seminar Title: \_\_\_\_\_  
Date (month/day): \_\_\_\_\_ Seminar City: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Payment

Payment (in Canadian funds only) must be received to initiate registration by the CPA.

Payment enclosed: Seminar Fee \$ \_\_\_\_\_ + Taxes\* \$ \_\_\_\_\_ = **TOTAL: \$**

\*Taxes are based on the seminar location: ON, MB, SK, AB, BC, NT, NU, PE – GST @ 5% | NB, NS, NL – HST @ 13% | QC – QST @ 12.875%

NOTE – Seminars held after July 1, 2010, are subject to the following tax rates: MB, SK, AB, NT, NU, PE – GST @ 5% | BC – HST @ 12% | ON, NB, NL – HST @ 13% | QC – QST @ 12.875% | NS – HST @ 15%

Cheque – Payable to: The Canadian Payroll Association

Charge My Fee to:  VISA  MasterCard  AMEX |  Corporate  
 Personal

Card #: \_\_\_\_\_ Expiry Date (MM/YY): \_\_\_\_\_

Cardholder Name (print): \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

**PRIVACY POLICY:** The CPA does not sell, trade or disclose personal information to third parties. We do however distribute information about legislative updates, CPA events, CPA products and services and professional development programs. If you DO NOT wish to receive such communications from the CPA, please check here:

I do not wish to receive such information from the CPA.

GST/HST #R100769918 • QST # 1013458720

**Please fax or mail in your registration with payment to:** The Canadian Payroll Association  
1600 - 250 Bloor Street East, Toronto, ON M4W 1E6

Fax to **416-487-3384**

Register  
Online at

**www.payroll.ca**

QCCMA10

# REGISTRATION FEES & GUIDELINES

PROFESSIONAL DEVELOPMENT SERIES SEMINARS 2010



Ordre des comptables  
en gestion  
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SINGLE SEMINAR ATTENDANCE FEE		
Half-day	Early-bird Québec CMA Member	\$295
	Regular Québec CMA Member	\$345
1-Day	Early-bird Québec CMA Member	\$375
	Regular Québec CMA Member	\$425
1-Day U.S.	Early-bird Québec CMA Member	\$550
	Regular Québec CMA Member	\$600
2-Day U.S.	Early-bird Québec CMA Member	\$850
	Regular Québec CMA Member	\$900
3-Day U.S.	Early-bird Québec CMA Member	\$1250
	Regular Québec CMA Member	\$1300
5-Day	Early-bird Québec CMA Member	\$1550
	Regular Québec CMA Member	\$1600
Web Seminars	Québec CMA Member	\$99.00

## Full payment must be received to initiate your registration.

Registrations received fewer than 2 weeks prior to the seminar date will be charged the regular rate. For example, if the seminar date is January 29, 2010, the last day to receive the Early-bird rate would be January 15, 2010. Registration prices will be charged based on the date payment is received by mail/fax by the CPA National Office.

### PLEASE NOTE THE FOLLOWING:

- The CPA reserves the right to change/cancel seminar dates, locations, prices and/or product/service entitlements without notice.
- **Cancellations:** Must be received in writing at least five (5) working days prior to the seminar date to be eligible for a refund. A refund less an administration fee (\$50 per day for all sessions) will be made promptly.
- **NSF Cheques:** A \$25 charge will be applied to cheques that are returned "Not Sufficient Funds" (NSF) or stopped payment.

### WEB SEMINAR CONFIRMATION & ACCESS

You will receive an email confirming your registration. To allow you access to the web seminar you will receive an email with your password and website link. THERE ARE NO REFUNDS FOR WEB SEMINARS.

### TECHNICAL REQUIREMENTS - TEST YOUR SYSTEM

Before you can listen to or view a CPA web seminar, you must have the appropriate items installed on your computer:

- Internet Explorer 4.0 (and higher); or
- Netscape Navigator 4.0 (and higher)
- JavaScript (supported/enabled)
- Cookies enabled (supported/enabled)
- Screen Resolution - 1024 x 768
- Colour Depth - at least 16 bit

## Questions about the PDS Sessions or Web Seminars please contact:

- 1-800-387-4693 ext. 118 or 416-487-3380 ext. 118
- [register@payroll.ca](mailto:register@payroll.ca)

\*The CPA business member rate of \$165 (plus applicable taxes) is based on employee size of 200 or fewer. For new Business Member fees over 200 employees, please visit our website at [www.payroll.ca](http://www.payroll.ca) for more information.

## CPA Business Membership - Your Expert Payroll Resource

**ONLY \$165\* PER YEAR FOR ORGANIZATIONS WITH FEWER THAN 200 EMPLOYEES!**

• UP-TO-DATE INFORMATION YOUR ORGANIZATION NEEDS TO STAY PAYROLL COMPLIANT

• UNLIMITED ACCESS TO PAYROLL EXPERTISE AND RESOURCES

• PROFESSIONAL DEVELOPMENT, CERTIFICATION AND NETWORKING OPPORTUNITIES

Your Business Membership can be used by all employees in the organization and includes:

- ✓ Unlimited Access to Payroll InfoLine – the most popular member service with over 27,000 telephone and email inquiries per year
- ✓ Payroll Resources
  - Compliance Rates Sheets
  - The CPA's *Payroll Guidelines*
  - CPA E-Source™ Electronic Newsletter
  - DIALOGUE Magazine
  - Federal and Provincial Legislative Updates
  - Payroll Forms, Checklists and Reference Materials
- ✓ Member Pricing for Professional Development Seminars and Webinars, Certification Courses, Networking Events and JobConnect™ job posting and resume services