

## Falcon Training Public Course Registration

Please complete this form to register for a Falcon Training course and email it back to [info@falcontraining.com](mailto:info@falcontraining.com)

If you have questions while completing the form feel free to contact us on +64 (03) 366 4383 or email [info@falcontraining.com](mailto:info@falcontraining.com)

### 1) Personal Details

Name	
Surname	
Job title / role	
Employer	
Phone number	
Email Address	
PMI Membership number	
Are you a PMINZ member?	Yes / No

### 2) Course Details

a) Course Code

b) Course Name (tick applicable: **x**)

<input type="checkbox"/>	Certification Series: CAPM® exam preparation course – 5 days
<input type="checkbox"/>	Certification Series: PMI-ACP® exam preparation course – 3 days
<input type="checkbox"/>	Certification Series: PMP® exam preparation course – 5 days

	Professional Series: Agile Leadership – 1 day
	Professional Series: Contract Management – 1 day
	Professional Series: Organisational Change Management – 2 days
	Professional Series: Programme and Portfolio Management – 1 day
	Professional Series: Project Finance, Risk and Resource Management – 2 days
	Professional Series: Project Governance – 1 day
	Professional Series: Project Management Techniques – 2 days
	Professional Series: Project Planning, Scheduling and Control – 2 days
	Professional Series: Quality Management– 1 day
	Professional Series: Risk Management – 1 day
	Professional Series: Scope, Time and Cost Management – 1 day
	Professional Series: Transition to Agile – 1 day
	Other (specify below)

Other course name:

*For the PMI-ACP® or PMP® exam preparation course only:*

Do you fulfil the PMI exam pre-requisites?

	Yes
	No
	Unsure



c) Course Start Date:

d) Course Location (tick applicable: **x**)

<input type="checkbox"/>	Auckland	<input type="checkbox"/>	Nelson
<input type="checkbox"/>	Rotorua	<input type="checkbox"/>	Christchurch
<input type="checkbox"/>	Napier	<input type="checkbox"/>	Queenstown
<input type="checkbox"/>	New Plymouth	<input type="checkbox"/>	Dunedin
<input type="checkbox"/>	Palmerston North	<input type="checkbox"/>	Invercargill
<input type="checkbox"/>	Wellington	<input type="checkbox"/>	Other

### 3) Payment Details

Preferred method of payment (tick applicable: **x**)

<input type="checkbox"/>	Credit Card
<input checked="" type="checkbox"/>	Invoice

Billing address

Billing phone number

Billing email address



It's good to know

Purchase order number  
(if applicable)

Your line manager  
name and contact  
details

#### 4) Other

How did you find out about this course? (tick applicable: **x**)

<input type="checkbox"/>	Conference	<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	Internet	<input checked="" type="checkbox"/>	PMINZ
<input type="checkbox"/>	My employer	<input type="checkbox"/>	Word of mouth / Referral

If you were referred, please specify  
the referrer's name, as they qualify for  
a referral discount on their future  
Falcon Training course fees.

Dietary requirements for course catering (tick applicable: **x**)

<input type="checkbox"/>	Diabetic	<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Gluten Intolerance	<input checked="" type="checkbox"/>	Vegan
<input type="checkbox"/>	Other	<input type="checkbox"/>	Vegetarian

Specify other:

## 5) Declaration

### Terms and Conditions

- Falcon Training operate at a minimum of 10 students per course. If the total number of delegates enrolled is less than 10, three weeks before the course start date, delegates will be notified and automatically rolled over to the next course.
- Falcon Training take group photos during workshops and training. Photos are distributed to attendees and sometimes posted to social media pages anonymously. If you do not wish to be included in these photos, please inform your trainer at the start of the course.
- Full payment is required before the course start date.
- Cancellation terms:
  - Notification of cancellation must be received in writing no less than 30 days prior to course commencement. There is no refund for cancellations occurring within 30 days of the course start date, or for 'no shows'.
  - Attendee or course date substitution can be arranged no less than 30 days prior to course commencement. There is a maximum of one change per booking and any rescheduled course must be attended within a 3-month period.
  - Date change requests received less than 30 days prior to the start of the course will incur a fee of 50% of the total course price.



It's good to know

I hereby declare all information is true and correct, and I accept the terms and conditions stated above.

Name and Surname

Signature

Date

Falcon Training is a Registered Education Provider (R.E.P) with the Project Management Institute, Inc.

Phone: +64 (03) 366 4383

Email: [info@falcontraining.com](mailto:info@falcontraining.com)

