Manual Enrollment Form

For tracking and confirmation enroll online at

www.cftea.org ***or*** complete this form, scan, and email to: info@cftea.org

_____ _____ _____ _____

First Name (please print) M Last Name Birth Month | Day

_____ _____

Telephone Work Email

Organization Name and USPS Mailing Address (Materials shipped USPS Priority Mail):

_____

_____

_____

Using a different email address for course communication? Please provide below.

_____

Course Code	Course Title	Date, if applicable

Students paying their own tuition must pay the full amount at time of enrollment. Visit the CFTEA website and pay directly for courses and/or workbooks with your credit card.

I approve full payment responsibilities for the selected course(s) and material(s). I confirm that I have read CFTEA withdrawal policies and code of ethics statement and fully understand their meaning. I hereby authorize CFTEA to release my grades to the appropriate representative of my organization. I understand that if I fail to meet the requirements of my organization, I may be held personally responsible for tuition and fees to my organization. If I am a degree student at a school affiliated with CFTEA, I authorize CFTEA to release my transcript and grades to the college I am attending. ****I have read and understand CFTEA's withdrawal policies.**** By registering for courses, I hereby authorize third parties who administer the underlying course(s) to share my course completion , certification and/or exam results with CFTEA. Students receive access to our bi-weekly newsletter and may unsubscribe at any time.

_____ _____ _____

Student Signature Date Authorization of Student's Employer

Additional notes to the CFTEA Office: