

THE COMMUNITY INTERPRETER® INTERNATIONAL REGISTRATION FORM

Please complete one form for each program after reading the policies and procedures below. Then email or mail the registration form. Payment must arrive no later than the registration and payment deadline (see www.anaplservices.com for details). For questions, call 845-419-3087. Please make out checks to: ANA Professional Language Services, LLC. Send forms and checks to:

ANA Professional Language Services 970 Lakes Rd. Monroe, NY 10950

Email: anaplservices@gmail.com.

Program title: **The Community Interpreter® International**

Program dates: _____

Program fee: _____

Training participant name: _____

Training participant email: _____

Training participant phone number: _____

Training participant's organization (if applicable): _____

Training participant mailing address: _____

First language: _____

Other language(s) spoken/signed: _____

Previous interpreter training attended: _____

How did you hear about Cross-Cultural Communications? (Please select one.)

Referral from: family/friend/colleague

Online search

Social media

Industry conference/event

Interpreting association (NCATA, DVTA, ATA, etc.)

Other

If other, could you explain? _____

Participant resume requested

Please email us a copy of the training participant's resume as soon as possible to: anaplservices@gmail.com. Resumes are only shared with our trainers in an effort to better adapt our sessions to participants' experience and professional backgrounds.

ANAPLS Registration Policies and Procedures

I have read and understood the Training Registration Policies and Procedures described below, including that pertaining to refunds.

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ANA Professional Language Services (ANAPLS) Registration Policies and Procedures

Registration and payment

Public trainings offered by ANAPLS feature a deadline for payment and registration effective three weeks prior to the start of the training. Full payment is due at that time in order to reserve a place in the training program. Space for our programs is filled on a first-come, first-paid basis. Payment can be made by credit card (VISA, Mastercard, Discover, American Express) or by check (made out to: ANA Professional Language Services, LLC). Our website currently only accepts credit card payments or Paypal. Please contact us (anaplservices@gmail.com) if you need an invoice and/or would like to pay by check.

Please send checks to:

ANA PROFESSIONAL LANGUAGE SERVICES, LLC
970 Lakes Rd.
Monroe, NY
10950
USA

Confirmation of registration

Upon receipt of online payment for a training registration, within 2-3 business days an email confirmation will be sent to the customer.

Approximately 2 weeks before the first day of a training program, a welcome email will be sent to all training participants. This welcome email will re-confirm the training location, date(s), time(s) and include further information such as trainer bio(s), contact telephone number(s) and item(s) that participants should bring to the training.

Approximately 2-3 days before the training, a final reminder email will be sent to training participants.

Refunds and credits

A refund request for a training program fee must be submitted in writing to Aquillia Alowonle, Program Manager at: anaplservices@gmail.com. Refund requests submitted before the three-week training registration deadline will be subject to a \$50 cancellation fee. Refund requests submitted in the three-week period from the day of the registration deadline up until 11:59PM of the day before the training will be subject to a cancellation fee in the amount of 50% of the training program fee. Refunds will not be given after this deadline. Rather, a credit may be issued upon request submitted within two weeks of the first day of the training program, meaning that in the event of being unable to attend a program, a participant may submit a written request to apply that training program fee to a future program. If approved by ANAPLS trainer(s), this amount will be kept on file as a credit for up to 2 years, after which the amount will be forfeited.

Cancellations

In the event of a training program cancellation, ANAPLS will communicate this information to training participants as quickly as possible. Training participants can either request a refund or apply the training registration fee as a credit toward a future program.

Filming and Photography Release

Training participants agree to be filmed and/or photographed by ANA Professional Language Services, LLC.

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Training participants grant to ANA Professional Language Services, LLC and its subsidiaries, affiliates, successors, assigns and designees (collectively, “the Released Party”), approval for past use and the absolute right and permission for present use of any photographs, videos, recordings or images taken of training participants for any legitimate purpose in any manner or media, worldwide, in perpetuity, without notice to training participants and without limitation, condition, consideration, consent or compensation.

Training participants’ image and/or voice may be copyrighted, used and/or published individually or in conjunction with other photography or video works, and recordings, in color or black and white, in any medium including, without limitation, print publications, public broadcast, CD-ROM format, and for any lawful purposes, including, without limitation, trade, exhibition, illustration, promotion, publicity, advertising or electronic publication in the world and/or on the Internet and worldwide web.

In practice, ANAPLS uses photos or video clips primarily for promotional purposes on ANAPLS’s websites, newsletter, fliers and social media posts.

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