

LBW, LLC

REGISTRATION FORM

1010 E. McDowell Rd. Suite 206, Phoenix, AZ 85006

602-283-0079 or Fax 602-283-0081

e-mail - lbwllc@cox.net WEB SITE: WWW.LBWLLC.COM

NAME	
HOME ADDRESS	
CITY, STATE, ZIP	
HOME PHONE	
E-MAIL (Your confirmation letter will be sent by email.)	
EMPLOYER	
TRAVELER?	YES NO
TITLE (circle one)	CEP CRNA DDS DO IEMT LPN MD NP PA-C RN RT RAD TECH OTHER :
COURSE HANDOUTS & PRETESTS	Download before your course at: WWW.LBWLLC.COM

LIST DATES OF CLASSES YOU ARE REQUESTING:

PALS:	ACLS:	CPR:
BASIC EKG:	PHARMACOLOGY:	CEP CEU:

***Dept. Head Signature of Approval: _____

***Dept. Head Printed Name: _____

****If your agency is contracted with us and you do not have an authorized signature of approval, you will be obligated to pay the course fees at the time of your course.**

YOU WILL NOT BE OFFICIALY REGISTERED FOR THE COURSE UNTIL THIS REGISTRATION FORM AND A \$25 DEPOSIT IS RECEIVED.

ONCE WE RECEIVE YOUR REGISTRATION AND DEPOSIT, WE WILL SEND YOU CONFIRMATION LETTER VIA EMAIL OR MAIL FOR THE CLASS.

IF YOU ARE WITH A CONTRACT AGENCY LISTED ON PAGE 3: ONCE YOU ATTEND your COURSE, YOUR DEPOSIT WILL BE RETURNED TO YOU AND YOUR EMPLOYER WILL BE BILLED FOR THE COURSE FEES.

IF YOU ARE UNABLE TO ATTEND YOUR SCHEDULED COURSE AND DO NOT CALL TO CANCEL OR RESCHEDULE AT LEAST 24 HOURS IN ADVANCE, WE WILL DEPOSIT YOUR CHECK OR CHARGE YOUR CREDIT CARD.

CREDIT CARD AUTHORIZATION

(You may use this form OR a check for your deposit)

I AUTHORIZE LBW, LLC TO CHARGE MY ACCOUNT \$25 FOR A DEPOSIT FEE.

COURSE NAME: _____

DATE(S) OF COURSE: _____

ONLY USE: _____ VISA OR _____ MASTERCARD

ACCOUNT#: _____

SECURITY # FROM BACK OF CARD: _____

EXPIRATION DATE: _____

PRINTED NAME: _____

SIGNATURE: _____

DATE SIGNED: _____

*****Your credit card will not be charged the \$25 deposit in advance, this is a hold only.**

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2010

IF YOU ARE NOT EMPLOYED BY ONE OF THESE LISTED AGENCIES - SEE COURSE FEES BELOW.

AGENCY	ACLS	PALS	CPR
Arizona Heart Hospital		YES	
Arizona Orthopedic Surgical Hospital	YES/CPR	YES	YES
Arrowhead Hospital	YES/CPR	YES	
Banner Healthcare System		YES	
CIGNA	YES/CPR	YES	YES
Maryvale Hospital	YES/CPR	YES	YES
MDS Pharma Services	YES/CPR		YES
Metro Surgery Center	YES/CPR	YES	YES
North Valley Surgery Center	YES/CPR	YES	YES
Paradise Valley Hospital	YES/CPR	YES	YES
Pediatric Surgery Centers of AZ	YES/CPR		
Phoenix Baptist Hospital	YES/CPR	YES	
Promise Hospital of Phoenix	YES/CPR		YES
Select Specialty Hospital- <u>Scottsdale</u> Select Specialty Hospital- <u>Phoenix</u> Select Specialty Hospital- <u>Downtown Phoenix</u> ***If you are an employee with Select, please indicate on your registration form which facility location you are with!	YES/CPR		YES

2010 COURSE FEES FOR NON-CONTRACT AGENCIES:

COURSE: 2010

ACLS 1 DAY:	\$ 130	CPR Recertification: \$40
ACLS 1 DAY WITH CPR	\$ 140	
ACLS 2 DAY	\$ 160	
ACLS 2 DAY WITH CPR	\$ 170	
PALS 1 DAY:	\$ 130	
PALS 2 DAY:	\$ 160	

HANDS-ON SKILLS APPOINTMENT: (This is only if you have taken your course online with American Heart Association @ www.onlineaha.org & have obtained certificate of completion.)
 CPR ONLY- \$25, ACLS ONLY - \$50, ACLS & BLS - \$60, PALS- \$50

HOW TO REGISTER & CLASS INFORMATION

1. From www.lbwllc.com home page, select 'Classes' and choose your option of class. Class information, handouts and schedule is posted. The schedule will indicate next to the date if a class is still available for registration- it will state **OPEN** if it is available or **FULL** if registration has closed. Do not submit a registration form for a class that is full! Please call our office if you would like to have your name placed on our waiting list.
2. If there is an opening for the class you would like, please download a registration form and send it into our office via mail or fax with a \$25 deposit. There will be a credit card authorization form in the registration information or you may send a check. Please make checks payable to LBW, LLC.
3. You will not be confirmed for a course until a completed registration form and \$25 deposit has been received by our office. Once we have received your registration form and \$25, please allow a few days and we will email or mail you a confirmation letter confirming the details of the course with you. **If the class you are signing up for has filled before your registration was received by our office, we will contact you via phone and/or email ASAP to let you know which other dates are available.**
4. Once you have received your confirmation letter, you will need to download, either from work or home, the class handouts from our website.
5. If you have sent in your registration form and deposit and for some reason didn't receive an email or mailed confirmation letter and you have not heard from us, you need to call! Do not wait until the day before a class to find out if you have been confirmed or why you never received any information.
6. You **must** have a **supervisor's signature** on your registration form if you work for one of our **contracting agencies** (view page 3 of registration form) OR you will be expected to pay for the class in full when you arrive.
7. On the day of your course, if you are responsible for payment, we will return your deposit and then ask for full payment by either Visa, Mastercard, Debit, Cash or Money Order. No personal checks will be accepted for payment of the course.
8. If you fail a class, you have up to **30 days** to retake the class at no charge. After that, you will be required to pay full fees for another class.
9. When our classes are full for the month, we will try to add courses. Occasionally, this is not possible due to other obligations we have. We have a waiting list for classes and if there's a cancellation we will call the people on the waiting list to let them know there is an opening in the class they want.
10. Please know that we do not have normal business hours. Emails and phone calls are returned in a timely manner unless it's a weekend or the office is closed. If we are out of the office for an extended period of time, we leave a message on our machine stating that. A home or cell phone number would be helpful as a call back number.
11. Our classes start to fill up about a month in advance so early registration for classes is a must.
12. We suggest you bring a pen and paper for note taking and for the written exam.
13. You may find our classroom to be cold. We would advise that you bring a sweater or jacket with you to class.

CANCELLATION & RESCHEDULING POLICY:

If you are unable to attend your scheduled course and you need to cancel or reschedule for a different date, please call **AT LEAST 24 HOURS IN ADVANCE**. We will deposit your check or charge your credit card if the proper 24 hour notice is not given. If you call our office 24 hours before your scheduled course and we are unable to answer the phone, **PLEASE LEAVE A MESSAGE**. We will document the time of your message and return your call promptly to get you rescheduled. You are allowed to reschedule a course **no more than 3 times** with your \$25 deposit. If you need to reschedule more than 3 times, you will lose your first deposit and we will require that you submit a new deposit for future registration.