



## MWI's Secure Training Program Registration Page

*MWI offers four ways to register:*

- Complete the form below and mail or email a scanned copy to:

MWI  
40 Court Street - 5<sup>th</sup> Floor  
Boston, MA 02108  
ATTN: Training Registration

(Checks should be made out to "MWI".)

- Register online at <https://www.mwi.org/register> using MWI's secure server.
- Call MWI at 617-895-4027 to register over the telephone between 9:00 AM to 5:00 PM EST Monday through Friday.
- Fax a copy of this completed form with your payment information to 617-973-9532

First Name:

Last Name:

Name to appear on name tag:

Name to appear on certificate:

Title:

Company:

Address:

Address (cont.):

City:

State:

Zip Code:

Country:

Work Phone:

Cell Phone:

Home Phone:

Fax:

Web:

Email:

Enter training program title and dates:

Method of payment:

Cardholder Name:

Card Number:

Expiration Date:

If using a purchase order, please provide the following information:

Purchase Order #:

Account Name:

Please let us know how you became aware of MWI and our training program:

If registering for an advanced mediation training program, please identify when you completed your initial basic training program (minimum 30-hours), the name and phone number of the training provider, and your experience as a mediator, if any:

Any additional Information:

## **DISCOUNTS**

Early enrollment discount is available. A 5% discount in addition to the early enrollment discount is available for groups of four or more from the same organization. Please contact Chuck Doran [cdoran@mwj.org](mailto:cdoran@mwj.org) at 617-895-4026 for details.

## **NOTIFICATION**

A confirmation email will be sent within two business days of MWI receiving your registration.

## **CANCELLATIONS / TRANSFERS**

Cancellations / Transfers: Cancellations must be made in writing. A full refund is available up to 21 days before the start of a program for registrations that have not been previously transferred. Cancellations received between 21 and 14 days before the start of a program will receive a refund, less a \$75 administrative fee or registrants may make a one-time transfer to another program within a one year period without incurring a \$75 administrative fee. No refunds or transfers will be made if a cancellation is made within 14 days of the start of a program. Registrants who transfer their registration more than one time will be charged a \$75 administrative fee for each transfer. Transferred registrations are not eligible for refunds. MWI reserves the right to cancel a program for any reason and issue a full refund.

## **SUBSTITUTIONS**

Registrants who are unable to attend may arrange with MWI to send a substitute in their place. Potential substitute registrants must complete the registration process at least 14 days before the start of a program.

## **MAKE-UP SESSIONS**

Participants must attend each hour of each session in order to receive a certificate of completion. Participants who miss training hours due to illness or an emergency may apply to make up missed hours at a rate of \$100 per five-hour block. Questions about this or any other MWI training policy should be directed to Chuck Doran, Executive Director at [cdoran@mwi.org](mailto:cdoran@mwi.org) or 617-895-4026.

Please contact MWI at 617-973-9739 or [mailbox@mwi.org](mailto:mailbox@mwi.org) for more information.