

## Registration Form – Dementia: Understanding the Journey

Registration forms must to be submitted two weeks prior to the start date of the course to:

Dementia: Understanding the Journey  
2 Dartmouth Road Bedford, NS B4A 2K7  
P: 902-832-8500 x282 | F: 902-832-8505  
Email: [dutj@healthassociation.ns.ca](mailto:dutj@healthassociation.ns.ca)

Organization Delivering the Course:

Mailing Address (Manuals will be shipped to this location):

Facilitator: \_\_\_\_\_ Phone: \_\_\_\_\_

Facilitator: \_\_\_\_\_ Phone: \_\_\_\_\_

*Facilitators must have successfully completed the Dementia: Understanding the Journey (formerly ADODCC) course and attended the Facilitator's Orientation.*

Course Start Date:

Course End Date:

Course Materials needed by

The Course will be delivered:  Classroom  Online

*(See the Online Delivery Standard if you intend to deliver the course online).*

The Manual version to be used:  Hard Copy  eBook\*

\*Use of eBook requires delivering organization to have a bookseller membership to Campus eBookstore.

Number of learners attending the course:

Number of manuals required:

*(If manual number differs from learner numbers, please identify where the additional manuals will be obtained - i.e. previous course)*

Will you accept learners from outside your organization:  Y  N

### Course Fees:

- Per learner
  - \$105.00 plus HST - \$ 120.75 (includes: hard copy manual, recognition of completion certificate, and pin)
  - \$86.00 plus HST – \$98.90 (includes: eBook, recognition of completion certificate, and pin)

**Note:**

- The course fee is to be paid within 30 days of invoice date. An invoice for course fees will be issued on or near the course starting date.
  - eBook sales will be reported to course administration from Campus eBookstore and an invoice will be issued to the delivering organization based on this report.
- We ask that only one business cheque, payable to the Health Association Nova Scotia be issued to cover the registration of all learners (**no individual participant cheques will be accepted**).
- No certificates will be issued unless payment has been made.
- Dementia: Understanding the Journey manuals cannot be resold, borrowed or photocopied. Recognition of completion is tied to manuals ordered.
- The Course is designed with 27 hours of content. The course is to be delivered over a period between 5 and 9 weeks. Any deviation from this delivery timeframe will require Board approval in writing, including online delivery.

**Cancellation Policy**

A credit for materials ordered will be issued if cancellations are reported and materials (manuals and U-FIRST wheels) are returned, intact, within 30 days of course start date. The delivering organization is responsible for the return shipping fees for any unused manuals/wheels. Course fees will not be credited after the 30-day period.

**By signing you guarantee payment of the course fee.**

Delivery Organization (Administrator or designate)

Authorized By: \_\_\_\_\_

Date \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Billing Contact Name  
(If Different) \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_