



## Certification Training

Name					
Organization					
Address					
City		Province		Postal Code	
Telephone			Fax		
Email Address					

**Costs: (Agencies will be invoiced upon receipt of completed registration form) prices are per person and is separate from initial start-up/group training**

	CRMS Version 2	Date	Price	Select
<b>Lvl 1</b>	<b><i>Basic and Intermediate CRMS Level 1 (Version 2)</i></b>			
Day 1	Administrator back end software management and front line interface		\$2,000.00	
Day 2	Reports Suite, CRMS Add-On Modules			
<b>Lvl 2</b>	<b><i>Advanced CRMS Level 2 (Version 2)</i></b>			
Day 3	Reportable Forms Creation/Doc Design/Data Exporter		\$1,000.00	
<b>Lvl 3</b>	<b><i>CRMS Advanced IT Specialist (Version 2)</i></b>			
	Individualized one-on-one concentrated training (Kingston only).	contact us to schedule	\$1,800.00	

**NOTE:**

All of the above are for **In-House Training at our facility in Kingston**: Includes lunch and refreshments for breaks as well as all training materials; agency is responsible for staff travel and accommodation.

Other dates on-site or in-house to be booked separately and trainer's expenses are in addition to course cost (travel time, meals, gas, car rental, and accommodation) for on-site sessions.

\*Payment is to be received three weeks prior to training\*

**Request for On-Site Customized Training: Please fill out requested date/training type below**

Level	CRMS Training	Date	Price	Select

**Cancellations:** CRMS Reserves the right to cancel the training session if there are less than five registered participants.

\*\* Please note that a non-refundable \$75.00 Administration fee will apply if participant cancels with less than 2 weeks notice \*\*

**Meal Choices:** Meal choices will be presented the morning of each training session (in-house dates). Please alert us to any allergies and we will make special arrangements.

**Please email or fax completed registration form to:**

**Laurel Amey**

**Phone:** 1(800) 617-2767 ext. 222

**Fax:** (613) 384-0941

**Email:** [l.amey@crms-software.com](mailto:l.amey@crms-software.com)

### **Hotel and Accommodation Information**

**The Ambassador Hotel and Conference Centre**

\*\* (If you tell them you are training with CRMS Software they will offer you discount) \*\*

1550 Princess Street, Kingston, ON K&M 9E3 Tel: 1-800-267-7880  
[contact@ambassadorhotel.com](mailto:contact@ambassadorhotel.com) <http://www.ambassadorhotel.com/>

For information on what to do after training have a look at the website below:  
[www.whatsonkingston.com](http://www.whatsonkingston.com)