

2019 AJA REGISTRATION FORM



Register Today! Visit www.aja.org for details.

Reserve your spot now! A minimum number of participants are needed to hold our seminars. You may cancel up to five business days prior to the Professional Development Seminar. No refunds will be given for cancellations received five or less business days before the class. All cancellations are subject to a \$50 service fee. **Your cancellation must be received in writing via fax or e-mail.** Substitutions will be acceptable. "No Shows" will be charged at the applicable rate.

It is strongly recommended that participants DO NOT purchase airline tickets without first contacting AJA to confirm program availability.

TO REGISTER

- If you will be paying by credit card or a fully executed purchase order, you may register by completing this form and faxing it to 301-790-2941.
- If you will be paying by check, please complete this form and email or fax it and mail a copy of the form with payment to: American Jail Association • 1135 Professional Court • Hagerstown, MD 21740-5853
(Make checks payable in U.S. funds, drawn on a U.S. bank to American Jail Association)

Questions? Contact AJA's Training Department, at 301-790-3930, ext. 303 or training@aja.org.

TENTATIVE CLASS SCHEDULE

First Day: 8 a.m.–8:30 a.m. Registration

Final Day: Class will conclude at approximately 4 p.m. (unless noted)

Today's Date: _____

Seminar: _____ Date: _____

Name: _____ Rank/Title: _____

Agency/Organization: _____

Address: _____ Home _____ or Work _____

City: _____ State: _____ ZIP: _____

Attendee Phone: _____ Fax: _____

Attendee E-mail: _____

Facility Name: _____

Facility Address: _____

REQUIRED

Signature of authorized agency official approving attendance and payment of fees.

Signature: _____ Title: _____

Print Name: _____ Date: _____

PAYMENT

Save Now – Become a Member Today for \$48

No

Yes - Payment Included

AJA Membership #: _____ Payment Enclosed \$: _____

PO #: _____

Charge to: VISA MasterCard American Express Discover Account #: _____

Expiration Date: _____ Security #: _____

Cardholder's Name: _____ Signature of Cardholder: _____

Billing Address/ZIP Code: _____

AJA reserves the right to cancel any training seminar up to 14 days prior to the seminar.