



Horizon CPO Seminars Registration Form



Registration Instructions

All asterisk (*) fields are required. **Incomplete forms will not be accepted.**

Please complete one registration per registrant.

For faster processing, please email your form to seminars@horizonpoolsupply.com. Although mailing your form is acceptable, we cannot ensure availability upon receiving it. Registrations are processed in the order in which they are received. To enroll in the **recertification course**, we **require** a copy of a current and valid certificate.

*Participant's Information

*Name: _____

*Company: _____

*Phone: _____ Opt In for Text Msg:

*Email: **PHTA requires a personal email. No shared company email allowed.**

*Mailing Address: **Certificate delivery address**

Street Address _____

Apt/Suite/Unit _____

City, State, Zip _____

*Method of Payment (please check one)

Pay by Check: Make payable to "Horizon Seminars"

Pay by Credit Card: **\$10 transaction fee will be applied per registration.**

Amex Discover Mastercard Visa

Card Number _____

Exp date _____

Name on Card _____

Confirmation Summary

Once processed, an email confirmation containing class details and a receipt (*if payment was provided*) will be sent to **ALL** emails listed. **Payment is due upon receipt of the invoice.** Failure to pay before the class starts will result in withholding of the certificate until payment is received in full.

Terms & Conditions

You, the registrant/participant, is solely responsible to furnish accurate information to receive appropriate communication regarding class information, updates, and/or cancellation. We, Horizon Commercial Pools, are not liable for any errors or omissions in the information submitted. You are fully responsible for any expenses incurred for class time or material taken. Additionally, when making hotel reservations, it is important you communicate directly with the hotel to obtain relevant information about their policies. We are not liable for any fees associated with cancellations, rescheduling, third-party reservation fees, or any other charges you may incur. Lastly, ensure that you are enrolling in the appropriate seminar type, as we also provide AFO (Aquatic Facility Operator) classes. If you require assistance in determining which seminar to take, please contact us for verification.

CANCELLATION: To receive a full refund, we must receive written notice via email before the registration deadline, without any prior rescheduling. Please include the participant's name and class dates in the request. The refund will be issued in the original form of payment used to pay the registration fee.

RESCHEDULE: To reschedule, we must receive written notice via email. Participants are allowed a one-time reschedule to any future class date with their original instructor within a 30-day window from the date we receive the written request. Failure to reschedule within this time frame, the registration fee will be forfeited. In the event of a rescheduling and no-show by the participant, the registration fee will be forfeited.

I, _____, **acknowledge that by selecting this checkbox, I have read and accepted the terms and conditions stated on this form.** Date: _____

Registrant's Information

**Same as participant

Name: _____

Phone: _____

Email: _____

PO #: _____

*Class Information

*Class Type: 2-Day CPO Recertification Retest

*Location	*Date(s)	*Class Code	Fee

Classes may be cancelled if the minimum enrollment requirement is not met. To ensure effective communication, please provide accurate contact information.

Pay by EFT/ACH: Contact us for further instructions.

Provide Invoice: **Payment is due upon receipt.**

Notes: _____