

CEPD 2012 INDIVIDUAL REGISTRATION FORM

(Please fill separate form for each person attending)

RETURN COMPLETED FORM TO ITOCA by fax: +27126634052

OR scan, attach and send to cepd@itoca.org

SECTION 1: SELECT COURSE(S)

Course	Delivery Format (Check the appropriate box)	Dates (Check preferred date)	Total (\$)
Marketing for the Information Professional	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> March 26-29	
	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> Oct 15-18	
	4 weeks E-learning - \$175 (Intro Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> April 2-27	
	4 weeks E-learning - \$250 (Regular Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> July 2-27	
	4 weeks Offline DVD Course - \$250 (Regular Price)	Open Enrollment (DVD available in Mar)	
Records Management	5 day Workshop - \$500 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> Feb 20-24	
	5 day Workshop - \$500 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> June 4-8	
	4 weeks E-learning - \$250 <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> Jun 18-July 13	
	4 weeks E-learning - \$250 <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> Oct 1- 26	
	4 weeks Offline DVD Course - \$250 (Regular Price)	Open Enrollment (DVD available in Mar)	

(See next page for more courses)

Course	Delivery Format (Check the appropriate box)	Dates (Check preferred date)	Total (\$)
Successful Grant Writing	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> April 10-13	
	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> Nov 12-15	
	4 weeks E-learning - \$175 (Intro Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> May 14- Jun 8	
	4 weeks E-learning - \$250 (Regular Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> Sept 17-Oct 12	
	4 weeks Offline DVD Course - \$250 (Regular Price)	Open Enrollment (DVD available in May)	
21st Century Information Literacy Skills	5 day Workshop - \$500 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> June 18-22	
	5 day Workshop - \$500 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> July 2-6	
	4 weeks E-learning - \$175 (Intro Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> Apr 16-May 11	
	4 weeks E-learning - \$250 (Regular Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> Aug 6-31	
	4 weeks Offline DVD Course - \$250 (Regular Price)	Open Enrollment (DVD available in April)	
Monitoring and Evaluation	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> May 7-10	
	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> Sept 17-20	
	4 weeks E-learning - \$250 (Intro Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> Jul 2-27	
	4 weeks E-learning - \$250 (Regular Price) <input type="checkbox"/> Online course (Moodle LMS)	<input type="checkbox"/> Nov 5-30	
	4 weeks Offline DVD Course - \$250 (Regular Price)	Open Enrollment (DVD available in Jul)	

(see next page for more courses)

Course	Delivery Format (Check the appropriate box)	Dates (Check preferred date)	Total (\$)
Principles of Internet and the World Wide Web	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> July 16-19	
ICTs and the use of its Components in a healthy and safe manner	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> Aug 13-16	
Using a Graphical User Interface based Web Browser and database application	4 day Workshop - \$400 <input type="checkbox"/> Centurion, South Africa	<input type="checkbox"/> Sept 10-13	

(Personal Information Section on next page...)

SECTION 2: PERSONAL*(Please give names and information exactly as they appear in your ID/Passport)*

SURNAME (WRITE BELOW)		FIRST NAME (WRITE BELOW)	
ID/PASSPORT NUMBER (WRITE BELOW)		DATE OF BIRTH (WRITE BELOW)	
PLACE OF BIRTH (WRITE BELOW)		NATIONALITY (WRITE BELOW)	
GENDER	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	
NAME OF EMPLOYER			
CURRENT TITLE/POSITION			
YEAR SINCE EMPLOYED			
OFFICE ADDRESS:			
OFFICE TEL:		OFFICE FAX:	
OFFICE EMAIL:			
HOME ADDRESS:			
HOME TEL:		ALTERNATIVE TEL TO CONTACT YOU:	
ALTERNATIVE EMAIL:			
HIGHEST EDUCATION EARNED	<input type="checkbox"/> DIPLOMA	<input type="checkbox"/> BSC/BA	<input type="checkbox"/> MSC/MA
	<input type="checkbox"/> OTHER	<input type="checkbox"/> DOCTORATE	

SECTION 3: NON LIABILITY STATEMENT

The undersigned understands that ITOCA does not accept any responsibility for such risks as loss of life, accidents, illness, loss of property and theft incurred in relation to the participation in the capacity strengthening activities of ITOCA.

Place:	Date:
Signature:	

SECTION 4: TESTIMONIAL BY EMPLOYER (TO BE FILLED IF ATTENDING WORKSHOP)

To be completed by your present employer to indicate agreement with this application.

I testify that _____ can be released from his/her present duties for the period of the ITOCA course to which this application refers.

Name:	Position:
Signature:	
Place:	Date:
Stamp:	

IMPORTANT NOTE ABOUT VISA FOR WORKSHOP PARTICIPANTS

If you require a letter for a visa application please send (scan or fax) copies of the main passport pages with: FULL NAME **AND** PLACE AND DATE OF BIRTH

VALIDITY OF PASSPORT: IN ORDER TO APPLY FOR A VISA YOUR PASSPORT NEEDS TO BE VALID FOR ANOTHER 6 MONTHS AFTER YOU HAVE LEFT SOUTH AFRICA.

SECTION 5: PAYMENT DETAILS

Payment is due before start of the course. Please confirm payment at the same time as submission of this form to avoid being invoiced.

Payment Method:

Wire Transfer: Payment Initiated Date (dd/mm/yyyy): ---/--/----

Banker's Check

WIRE TRANSFER DETAILS

Account Name: ITOCA – INFO TRAINING & OUTREACH CENTRE FOR AFRICA

Beneficiary Address: ITOCA, P.O. Box 11632, Die Hoewes, 0163, Centurion, South Africa

Account Number: 62139790671

Bank Name: FIRST NATIONAL BANK (FNB) SOUTH AFRICA

Branch Code: 261550

Branch Name: Centurion, South Africa

SWIFT CODE: FIRNZAJJ926

Reference: (insert participant name and the course name or Invoice Number)

FOR ITOCA OFFICIAL USE (DO NOT FILL)

APPLICATION RECEIPT DATE:

PAYMENT RECEIPT DATE: