

Workplace Education



You must DOWNLOAD this PDF and save it to your computer before filling it out. To properly complete the form and ensure the information is recorded correctly, you must open it within Adobe Reader or Adobe Acrobat. When finished filling out this form please save it again and email it to melissa@cbregionalchamber.ca

The Cape Breton Regional Chamber of Commerce and the Department of Labour and Advanced Education is pleased to offer a Free 40-hour training program to small business owners and operators.

Cost: A "refundable deposit" of \$75 is required at course registration. Cheques can be made out to the Cape Breton Regional Chamber of Commerce. The deposit is refundable if the candidate decides not to continue after the first class or upon completion of 80% of class attendance.

The following is required in order to determine participants can commit to the program, meet program guidelines and for a preliminary assessment of training needs. Participants will be confirmed by the instructor.

Course:

Name:

Business Name:

Business Address:

Phone Number:

Cell Phone Number:

Email:

Job title or description:

Deposit Information

A refundable deposit of \$75 is required at course registration. Cheques can be made out to the Cape Breton Regional Chamber of Commerce. The deposit is refundable if the candidate decides not to continue after the first class or upon completion of 80% of class attendance. Payments for non-completion are processed based on the attendance recorded by the instructor.

Payment Method:

Cheque

Cash

Credit Card (Visa/Mastercard Only)

Credit Card Information (Visa/Mastercard Only)

Card Number:

Name On Card:

Security Code:

Date of Expiry:

Signature:

Please save your completed form and email it to **melissa@cbregionalchamber.ca**, fax to **902-539-7487** or drop it off to the Cape Breton Regional Chamber Of Commerce located at **275 Charlotte Street, Sydney.**