



Environmental Training Management Division (ETMD)

Training Registration Form

Course Name: _____
 Course Location: _____
 Course Dates: _____
 Course Price: _____

Please Fax Registration Information to: (865) 241-4601
 or e-mail to KRISTYD@ETMDTRAINING.NET

Please Make Checks Payable to TFE, Inc.
 Mail Checks to TFE, Inc., Attn: Kristy Duncan, 130 Mitchell Road Oak Ridge, TN 37830

Registration Information

Name (First, MI, Last) _____ Title: _____
 Phone: _____ Fax: _____
 Email: _____ Address: _____
 Company Name: _____

Payment Information

Credit Card Payment

Total Amount Charged: _____ Billing Information: Same as above
 Card Type: Visa Master Card Cardholder's Name: _____
 Address: _____
 Card Number: _____ City: _____
 Expiration Date: _____ State: _____ Zip: _____

Please note that Credit Card Charges will be processed by TFE, Inc.

Check Payment

Total Amount Due: _____
 Check Payment to TFE, Inc. **Mail Payments to TFE, Inc. Attn: Kristy Duncan**
 Purchase Order # _____ **130 Mitchell Road, Oak Ridge, TN 37830**

Please note that Checks must be made payable to TFE, Inc.

Cancellation Policy

*Registration occurs upon receipt of payment (credit card number, check, purchase order) to TFE.
 Registrations cancelled more than 10 days prior to the course date will be reimbursed for the full amount.
 Cancellations received less than 10 days prior to the course date will not be reimbursed, but can be applied to another course offering.*

Office Use Only

Date Received: _____
 Date Processed: _____