

IMPORTANT: COURSE REGISTRATION INFORMATION

Registrations for the **Level 1** program are managed regionally. For your regional office contact information, please use this link.

<http://www.snowpro.com/csia/e/level-one-regional-committees.html>

All registrations for the Level 2 and up are managed at the CSIA National Office or through www.snowpro.com. Click on "Programs," then click on "Schedule and Registration."

CSIA NATIONAL REGISTRATION POLICY (LEVELS 2 AND UP):

- Registrations are never accepted by phone.
- **Reservations:** We DO NOT reserve places on course. Registration is based on a first come-first serve basis along with full payment.
- **Pre-requisites;** must be met before registering for any program. No exceptions will be made. Please visit this link and click on the certification to view a list of pre-requisites.
<http://www.snowpro.com/csia/e/certifications.html>
- **Manual registrations;** could take 3-5 business days to process. Your registration will not be confirmed, nor will a place on the course be secured until payment is processed. In the event that registration cannot be completed via internet, a form may be requested by calling 1-800-811-6428 ext. 234 or O. The CSIA highly recommends that registrations be completed through the website for instant payment and placement on the selected course.
- **Methods of Payment:** We accept Visa or Mastercard. Alternately, we will accept a certified cheque with a mailed in registration form. No post-dated cheques will be accepted and will be returned to the sender.
- **Early Fee vs. Regular Fee:** The CSIA will always publish a "Deadline" date in the registration area of the website. The early fee will apply to all those who register by the published deadline date (14 days before the 1st day of the course). The regular fee applies to those who register within the 14 day period pending available space. The CSIA reserves the right to refuse and refund your registration should you register within the 14 day period.
- Please allow 2 business days to receive an **Official Course Confirmation** which confirms dates, locations, pricing and links to mandatory e-Preps. If you have NOT received your official confirmation, please contact the National Office, Jo-Ann Seguin at joann@snowpro.com or 1-800-811-6428 ext 234 * *
- **Important** - All CSIA programs have a limited number of spaces available. In some cases, a course may reach maximum participants before the published deadline. The CSIA has the right to refuse participants. It is your responsibility to ensure that you are confirmed on any CSIA program.
- All members **must** sign the Assumption of risk, Release of Liability and Waiver during the time of registration either on-line or via the form.
- Minors **must** have their legal guardian or parent sign for them.
- **Paid Invoices** -Visit www.snowpro.com and log into your profile with your name and member number, select "Receipts". Allow 2 business days from time of on-line payment to access your paid invoice.
- **IMPORTANT - CSIA REFUND & TRANSFER POLICY** can be accessed through:
<http://www.snowpro.com/csia/e/certifications.html> or by visiting www.snowpro.com and selecting "Programs".