



Continuing Education Class (RBT Training) Registration Add/Drop Form

Online registration is available at www.clovis.edu/continuingeducation/bit/index.aspx.

Deliver Form in Person: Clovis Community College, Educational Services Room #151, 417 Schepps Blvd., Clovis, NM 88101

Register by Phone: (575) 769-4760 **Deliver by Email:** ChavezE@clovis.edu

Last Name	First Name	MI	Soc. Sec. No. or CCC Student ID	
Date of Birth	Home/Cell Phone	Bus. Phone	Email (One that is frequently checked)	
Mailing Address		City	State	Zip Code
Emergency Contact		Relationship	Phone	
Company Name (for Company Contract Classes)		Address	Phone	

Registration

Add	Drop	Course Title	Start Date

Payment/Refund Policy

Payment: Unless billed to your employer or sponsor, payment is due at the time of registration.

Payment may also be made by mailing this form and a check to the address above. People who register in person will make payment at the Cashier's Office by cash, check, credit card, or employer sponsored purchase orders.

Refund Policy: Students who drop a continuing education course **one or more business days** prior to class start will receive a 100 percent refund. No refunds will be issued if a student drops after the course has started. All refunds will be returned to the benefactor.

Acknowledgements

I understand that:

This training meets the 40-hour training requirement established by the Behavior Analyst Certification Board (BACB). ____

Completion of this training is only one part of the RBT certification process, which also includes a:

- ☐ Competency Assessment (conducted by a qualified BCBA/BCABA) ____
- ☐ Background check ____
- ☐ RBT Exam ____
- ☐ I am responsible for completing the remaining certification steps through the BACB. ____
- ☐ I acknowledge the Course Delivery Policy: Course work will be held in a hybrid setting. In-person training will take place 2 days per week at Clovis Community College (Clovis, NM) for 2 hours each session and the remaining 6 hours of training per week will be completed online. Students are responsible for transportation to and from the facility for course work and for lab and practical training. ____

I acknowledge and agree to the above requirements.

Signature: _____

Date: _____