



**IFMA' s Facility Management Professional (FMP) Credential Programme**  
**Registration Form**

<b>Attendee Details:</b>	
<b>Surname:</b>	<b>First Name:</b>
<b>Job Title:</b>	<b>Gender:</b> (Female/Male)
<b>Current Employer:</b>	<b>Address:</b>
<b>Phone:</b> (Mobile) _____ (Office) _____ (Home) _____	
<b>Email</b> (Preferred): _____ (Alternate): _____	
<b>Background Info:</b>	
<b>How did you find out about the Facility Management Professional (FMP) Credential Programme?</b>	
<input type="checkbox"/> Referral: _____ <input type="checkbox"/> TTIFMA Website/Social Media: _____	
<input type="checkbox"/> Email: _____ <input type="checkbox"/> Newspaper/ Magazine: _____	
<input type="checkbox"/> Other: _____	
<b>How long have you worked as a Facilities Practitioner?</b> _____	
<b>Are you a member of IFMA?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, state IFMA Membership Number:</b> _____	
<b>If no, are you interested in becoming a member?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Have you previously attended the EoFM Programme with TTIFMA?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>If yes, state when:</b> _____	
<b>Are there five or more persons from your organization attending this Programme?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>If yes, state names of other attendees:</b> _____	
_____	



**Registration Details:** *(Please indicate if you wish to register for individual workshops or the entire credential programme. Workshop registration fee is mandatory and applicable only once. Groups of five or more from the same organisation, and past TTIFMA EoFM graduates will be permitted to register at the Discounted TTIFMA Member Rate.)*

Workshop Registration Fee	<input type="checkbox"/> Member (TT\$ 150.00)	<input type="checkbox"/> Non-Member (TT\$ 150.00)
Full Programme <i>(All four workshops)</i>	<input type="checkbox"/> Member (TT\$13,800.00)	<input type="checkbox"/> Non-Member (TT\$15,870.00)
Less 10% Covid Virtual discount <i>(All four workshops)</i>	<input type="checkbox"/> Member (TT\$1,380.00)	<input type="checkbox"/> Non-Member (TT\$1,587.00)
Less Group Discont (5 per organization)	<input type="checkbox"/> Member (TT\$1,380.00)	<input type="checkbox"/> Non-Member (TT\$1,587.00)
Final Price	_____	_____

**Payment Details:** *(Please indicate your preferred means of payment)*

Payment will be made via:  Certified Cheque  Direct Deposit

Cheques should made payable to “Trinidad & Tobago Chapter of the IFMA” (International Facility Management Association).  
Direct Deposits may be made to TTIFMA’s RBC Royal Bank Account (Acct No.: 110000001690812).

Please email completed Registration Form and payment slip to: [tntifma@gmail.com](mailto:tntifma@gmail.com)

**Terms and Conditions:** *(Please sign below to confirm you have read and agree to the following terms and conditions)*

1. Confirmed placement in the workshop is available on a first-come-first-served basis.
2. No substitutions or transfers of participants are allowed.
3. A participant is considered formally registered for the workshop only when the registration form and all course fees are received by TTIFMA.
4. Invoices are available upon request.
5. Fees are non-refundable.
6. All workshop fees must be paid in full at least five (5) days before the commencement of the workshop to ensure resource materials are shipped on time.
7. All workshops are scheduled to be conducted using Zoom conferencing software. However, TTIFMA reserves the right to alter workshop dates and/or venue should circumstances require.

I hereby declare that I have read the above terms and conditions and that all the entries are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_