

Person Completing the Form:

Name: _____ Telephone (with area code) _____ Email: _____

Registrant Information:

Name: (first and last): _____

Organization: _____

Position / Title: _____ FOAJ Member #: _____

Telephone (w/area code) _____

Fax (w/area code) _____

Email: _____

Mailing Address to send certificate:

Mailing Address: _____

City

Province

Postal Code

I wish to apply for the following Certificate in Tribunal Administrative Justice™ certificate:

(One application form per Certificate stream)

Tribunal Member

Administrator

Advocate

I certify that I have successfully completed the following courses and exams:

Please check all that apply

Case Management Practices

Plain Language for Writing Decisions

Decision Making

Decision Writing

Effective Hearings

Evidence

Effective Witnesses

Introduction to Administrative
Justice/Principles of Administrative Justice

Interpreting Legislation

Presenting Cases Before Administrative
Tribunals

Consent to Release Name:

FOAJ may use my name as acknowledgment that I have completed the CTAJ™.

(please print)

(please sign)

Total Payable:

Application Fees: \$175.00

GST (5%) on the Fees: 8.75

Total payment enclosed: \$183.75

GST Exemption #:

Everyone must pay GST except GST exempt organizations who are FOAJ Silver or Platinum Members and who are registering and paying for their tribunal members or staff

Payment Type:

cash cheque payable to Foundation of Administrative Justice Visa MasterCard

Invoice us Available only to Silver or Platinum Members for the registered tribunal members or staff covered by the organization membership. Payment must be received before the event begins or the person will not be admitted to the event.

Credit Card Number: _____ Expiry Date: _____

Name of Cardholder

Signature of Cardholder authorizing payment

3 Easy ways to register:

1. **Fax:** 780-466-8015
2. **Email :** info@foaj.ca
3. **Mail:** Foundation of Administrative Justice
3438—78 Avenue
Edmonton, AB T6B 2X9

Fees, GST, Cancellation, Substitution and Refund Policies:

See the policies written on the brochure and on the website. In the event of a conflict, the most recent policy applies.

Privacy Policy:

FOAJ collects personal information to provide the membership, education and conference services. You can view our complete Privacy Policy on the website. By completing this registration form, you agree that we can send you future information about courses and conferences offered by FOAJ.