



# Onsite Training Registration Form and Instructions

Contact Information		Billing Information	
Name		Visa____ MC____ AMEX____ Cheque Enclosed____	
Title			
Company		Card Number:	
Address 1		Expiry Date:	
Address 2		CID Code: (3 or 4 digits shown on the backside of the card)	
City	Province/State:	Card holder's Name:	
Country	Postal/Zip:	Signature:	Date:
Telephone	Fax:		
E-mail		Total Amount (USD):	

## Advanced Business Resilience and Continuity Onsite Training

The CBRM Seminar is a comprehensive all-in-one 3-day business continuity planning and management training which is designed to teach practical methods to develop, test, and maintain a business continuity plan and establish an effective business continuity program. The seminar is based on industry best practices and guidelines for the BCM process and the six stages of the BCP life-cycle.

**Our objective is to train and certify you to build not just any business continuity and resilience plan but one that is mature, valid and reliable for your company.** This course takes you beyond just theory and concepts to the actual mechanics and step-by-step methodology for developing, maintaining and executing a successful business continuity and resilience program. There are no pre-requisite for this course. [learn more](#)

**Potential Training Dates** (suggest your dates) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

The training will consist of the 3-day CBRM Seminar: Advanced Business Continuity Planning and Management. The actual date of the training is to be mutually agreed upon between Sentryx and you. Students may choose to write the optional CBRM examination on the last day as this is not mandatory. Class will commence at 8:00 AM and end at approximately 5:00 PM. There will be a one hour lunch break and two 10 minute breaks.

**Requirements** - Our instructor will have a laptop and projector.

The training room will require, A standard training room with sufficient seating, chairs, and desks. The preferred seating arrangement is in classroom configuration. There is no requirement for computers or laptops. A screen for the projector. A white board or flip chart is also required. A backup projector is also recommended as projectors do fail from time to time. Cost of Instructor's travel, food and accommodation will be provided by purchaser.

**Payment Terms** - For on-site training courses payments are due on receipt of pro-forma invoice. Please request pro-forma invoice from us.

**Cancellation Policy** - If under any circumstances, a cancellation or transfer of the on-site training engagement is required, the following conditions will apply.

Sentryx will allow cancellation of a scheduled on-site training session as long as a written cancellation notice is:

Received no later than 90 days prior to the scheduled start date – no fees will be charged.

Received between 15 and 29 days prior to the scheduled start date – 50% of the fee will be charged.

Received 1 and 14 days prior or on scheduled start date – full course fee will be charged.

## Instructions to fill out this form

1. Fill in the contact information.

2. Fill out the billing information.

3. Fax to 1-905-696-7539 or email a scanned copy to [info@sentryx.com](mailto:info@sentryx.com), or if paying by a cheque mail it along with this form to the address at the bottom of the form payable to Sentryx. You can order by calling us at 1-800-869-8460.