



Training Transfer Form

Transfer Policy: We try to be as flexible as is reasonably possible and allow companies to transfer class registrations from one person to another person on condition that we receive a transfer notice before the start of the class. We ask that companies give us as much notice as possible. For example, if a company registers an individual for a class starting at 8:00 AM on a Monday and wants to transfer that registration to another individual, we must receive notice of the transfer before 8:00 AM on that Monday and would appreciate receiving earlier notice if possible.

A transfer notice may be given by completing and submitting this form or notifying us in writing of the transfer and providing the previously registered student's full name, the new student's full name, the applicable company, the class name, and the class's start date.

If the new student does not show up for the class, the situation will be treated as a cancellation for which we did not receive the required notice and you or your company will be responsible for the applicable registration fees.

Transfer Notice

Previously Registered Student's Full Name:

New Student's Full Name:

Company:

Class:

Class Start Date:

Please send transfer notices to trainingregistration@apao.org. If you have any questions please call APAO at (503) 363-3858.