



Please mark the course for which you are registering with an **X**

**Municipal Administration Program (MAP)** \$320.25 each (305.00 + 15.25<sup>5% GST</sup>)

Unit 1     Unit 2     Unit 3     Unit 4

**Municipal Accounting and Finance Program (MAFP)** \$320.25 each (305.00 + 15.25<sup>5% GST</sup>)

Unit 1     Unit 2

**Municipal Law Program (MLP)** \$320.25 each (305.00 + 15.25<sup>5% GST</sup>)

Unit 1     Unit 2     Unit 3     Unit 4

**Primer on Planning Course (OACA)** \$320.25 each (305.00 + \$15.25<sup>5% GST</sup>)

**MAP, MAFP, MLP and OACA courses are offered by Correspondence twice per year:**

Fall Schedule – Registration begins July 2<sup>nd</sup>

Winter Schedule – Registration begins December 1<sup>st</sup>

**Schedules are posted when registration begins at [www.amcto.com](http://www.amcto.com)**

**Parliamentary Procedure Email Course (PPC)** \$299.25 for each level (\$285.00 + 14.25<sup>5% GST</sup>)

Offered through email and register at any time!

Basic     Intermediate     Advanced

Indicate the book you will be using: Robert's Rules of Order 10<sup>th</sup> Edition  or Meeting Procedures, by Jim Lochrie   
(Both of these books can be purchased through [www.amazon.com](http://www.amazon.com) or other major online booksellers)

**Personal Information**

AMCTO Student or Member Number: \_\_\_\_\_

Name: \_\_\_\_\_ Municipality/Organization: \_\_\_\_\_

Title: \_\_\_\_\_ The following address is my:    **Business**     **Residence**

**Please provide a complete address:**

Street Name/Number: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Payment must accompany registration form.**

**AMCTO Members can register with their Membership number online at [www.amcto.com](http://www.amcto.com) in the "Members Only" section.**

All Fees include the Unit Materials (except the Parliamentary Procedure Email course) and 5% GST #R106732936



**Please complete the form and mail payment by cheque to:**

AMCTO 2680 Skymark Avenue, Suite 910, Mississauga, ON L4W 5L6



**You may fax this form to 905-602-4295 if you are paying by VISA or MASTERCARD**

Name of Cardholder: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Amount: \_\_\_\_\_ Signature: \_\_\_\_\_

**Personal Information Protection Policy:** This information is collected in accordance with the provisions of the AMCTO's Personal Information Protection policy for the purposes of processing your registration and material delivery. This information is not shared, sold or distributed and is maintained in a confidential and secure manner. Further information about this policy is available on the AMCTO website at [www.amcto.com](http://www.amcto.com).

**Refund Policy:** A student who withdraws from any Unit before the Unit starts will be entitled to a refund of fees less an administration charge (\$52.50 includes 5% GST). Students must apply in writing and return the Unit materials to AMCTO for a refund. There will be no refunds granted for cancellations received after the Unit has begun. A student cannot transfer their registration or payment to a later date.

**Prices are Subject to Change Without Notice.**