



WORKING AT HEIGHTS COURSE REGISTRATION AND CANCELLATION POLICY

Policy Effective Date: April 1, 2017

This outlines the policies we have regarding registration, payment, and cancellations for the Working At Heights: Fundamentals of Fall Protection (IHSA) Certification program being offered at First For Safety. Not all information may be listed, please contact our office at (705) 526-3853 if you should have any further questions.

PAYMENT

Payment is required to confirm registration. If payment is not received within 2 business days of reserving a spot, the spot(s) may be given to those on the wait list. For those with an approved and current credit account with First For Safety, an invoice issued acts as confirmation of registration. Invoices terms are typically 30 days.

CANCELLATIONS

Cancellations must be made no less than 5 business days prior to the scheduled course should you wish to make one reschedule. Payment is non-refundable, non-exchangeable. Only one reschedule is permitted per registration.

Please note that First For Safety reserves the right to cancel a course if deemed necessary due to unforeseeable events or inclement weather and will make every effort to place candidates in an alternate course, or to refund payment in full.

GROUP RATES

Group rates may apply for those with an approved First For Safety quotation. Group rates may start at a minimum of 10 paid or invoiced candidates, though variables apply. Please request a quotation that meets your training needs.

CERTIFICATES

Upon successful completion of the course, candidates receive a temporary card which remains valid until their Proof Of Training card is received in the mail directly from the Ministry Of Labour. This will come to the home address completed on the confidential form provided the Instructor. Should you have any issues receiving your Proof Of Training Card, or if you have lost your temporary card, please call the Ministry of Labour Contact Centre at 1-877-202-0008.

Thank you and have a safe day!

FIRST FOR SAFETY

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