

'I SHiFT' Registration Information

Enroll Today!

\$225.00 per person; special pricing for groups of 5 or more from the same organization attending the same event. Hurry, our classes fill *fast and seats are limited*. Guarantee your enrollment by paying your tuition today. You will receive an email confirmation once your registration is complete. Credit card reservations will be charged one week before the class. **Payment is due before the program.**

Locations & Schedule

Classes are scheduled at multiple venues. Please check your class location prior to the date of the class. You will receive an email and/or regular mail regarding class location, parking and directions. Please be sure you understand the class location. If you are unsure, please call our office within 24 hours of your class.

① Dayton, Ohio Class Location: The Greene (Conference Center at the Apartments) 4450 Buckeye Lane, Beavercreek, OH 45440 (Park in the Beech Street Garage, access on roof top) Subject to change.

Check-in: 10:30 am – 11:00 am

Program: 11:00 am – 5:30 pm

Note: These are off site from our office address.

② Healing Arts Institute Location: On campus, 340 Three Meadows Dr , Perrysburg, OH 43551

③ On site at TBA location, or on site at your facility.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program and we will refund your tuition less a \$25 cancellation fee. Substitutions may be made at any time to another class scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

What to Bring:

Massage table (one for every two students).

One set of clean sheets per student.

Unscented massage lotion (if desired).

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- Please, no audio or video recording.
- Lunch and parking expenses are not included, unless stated in your confirmation.
- Dressing in comfortable layers is recommended due to room temperature variations and the hands-on work done in class.
- You will receive a Certificate of Completion (and CEU's) at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, please mail or fax (937-847-3996) a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending an 'I SHiFT' seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible . Please consult your tax adviser.

Continuing Education Credit

'I SHiFT' seminars offer Continuing Education Credits based on program length and completion. Credits are issued according to the NCBTMB (National Certification Board for Therapeutic Massage & Bodywork), and approval is at the discretion of the Approved Provider Instructor. Questions and concerns should be directed to Brenda Stansfield (937) 847-2222. Please check with us prior to your class to be sure your instructor is NCBTMB approved.