



RIVERDALE MEDIATION



TRAINING

2015-2016



RIVERDALE MEDIATION

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RIVERDALE MEDIATION

FACULTY



Hilary Linton

Hilary A. Linton, J.D., LL.M., Accredited Family Mediator, President and Founder Riverdale Mediation Ltd., and mediate393 inc.

Since she left her law partnership and began teaching and practising family mediation and arbitration 15 years ago, Hilary Linton has been a leader in establishing the best practices in her field. She has trained and inspired law students and mediators with her unwavering commitment to the principle that family law clients are entitled to fair, safe, balanced, informed and voluntary dispute resolution processes. Hilary has designed and promoted process design that helps lawyers, mediators and arbitrators predict and prevent domestic violence and homicide during the dangerous time of separation. She has advocated against mandatory mediation in family law, and in favour of mandatory screening for power imbalances and family violence for all family lawyers, mediators and arbitrators. Her work has influenced the practices of hundreds of lawyers she has trained in British Columbia, the UK, Nunavut, across the US and in Ontario.

Hilary a former chair of Ontario Bar Association's ADR section and the 2014-2015 recipient of the Ontario Bar Association Award of Excellence in Alternative Dispute Resolution.



Elizabeth Hyde

B.Ed., LL.B., LL.M., Acc. FM

Elizabeth Hyde is the Executive Director of mediate393 inc. and an associated mediator, arbitrator, and parenting coordinator with Riverdale Mediation Ltd. Elizabeth's practice is focused on providing effective and informed family mediation involving parenting plans, child and spousal support and property division. Through her work providing onsite and off-site mediation with mediate393 inc., she has developed expertise in working with high conflict families. She also is often referred comprehensive mediation cases from counsel who value her experience and balanced approach to mediation.



Christine Kim

M.S.W., Acc. FM, CPMed

Christine specializes in custody and access issues with high conflict families, development of parenting plans, and parent and teen relations. As well as being an Associate with Riverdale Mediation, she is on the roster for mediate393, and is a Clinical Member with the Ontario Children's Lawyer (OCL). She has recently started to teach in the areas of family mediation, high conflict and culture.

Christine has over twenty years' experience in the Social Work Field, working with diverse groups, ranging from street kids to seniors, both locally and globally. She is an Accredited Family Mediator with the Ontario Association of Family Mediation (OAFM) and a Child Protection Mediator on the Ontario roster. She is presently on the Board of Directors of OAFM.



RIVERDALE MEDIATION



2015
COURSES





RIVERDALE MEDIATION



PARENTING COORDINATION BASICS

DATE: September 17 & 18, 2015

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Elizabeth Hyde and Christine Kim
With guest speakers (TBA)

COST: \$825 plus HST (\$932.25)

EARLY BIRD RATE: \$759 plus HST (\$857.67) (pay by Aug. 17th)
FOR FURTHER SAVINGS SEE [COURSE PACKAGES](#)



OUR APPROACH:

This interactive two-day workshop explores the fundamentals of the Parenting Coordination (PC) process.

YOU WILL LEARN:

- Understand the elements of the PC process
- Define the PC's scope of authority
- Differentiate the PC role from other related roles
- Establish a clear, effective PC contract
- Implement effective techniques to identify, assess and manage power imbalances including family violence
- Apply their understanding of high-conflict dynamics to the PC process
- Understand and apply tools to work with high conflict personalities
- Help parties identify the impact of high conflict on themselves and their children
- Identify strategies for effective conflict management
- Avoid alignment with a party through self-check for bias
- Refine skills and strategies to help parents reduce conflict and improve communication
- Achieve a basic level of understanding of arbitration in the Pc context
- Draft effective communications and decisions.

THE BENEFITS OF OUR PROGRAM:

- Interactive role plays and discussions to encourage individual learning.
- Program appropriate for those interested in a range of dispute resolution professions: mediation, arbitration, and/or parenting coordination.

REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes September 10, 2015. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before September 10, 2015.



RIVERDALE MEDIATION



SCREENING FOR FAMILY VIOLENCE, ABUSE, AND POWER IMBALANCES: Helping Separating Couples Make Appropriate Dispute Resolution Process Choices

DATE: October 7, 8 & 9, 2015
2nd Offering: April 13-15, 2016

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Hilary Linton and Elizabeth Hyde
with Guest Speakers, Professional Actors & Coaches

COST: \$975 plus HST (\$1101.75)
EARLY BIRD RATE: \$900 plus HST (\$1017) (pay by Sep. 7th)
FOR FURTHER SAVINGS SEE [COURSE PACKAGES](#)



*This course contains
4.75 Professionalism
Hours and 16.25
Substantive Hours.*

OUR APPROACH:

Understanding the sources of negotiation power is critical for effective family mediation, collaborative practice and negotiation. This course is mandatory for family arbitrators and parenting coordinators, and must be repeated every 5 years unless you have done 10 cases in that time. The course is also for mediators seeking accreditation.

The trainer, Hilary Linton has taught lawyers, mediators, collaborative practitioners and arbitrators in the U.K., the U.S., British Columbia, Nunavut and across Ontario, including staff at Legal Aid Ontario and the Office of the Children's Lawyer.

Speakers, co-trainers, skilled coaches and professional actors supplement the lectures. Case studies, role plays and exercises are designed to teach family law professionals how to identify, assess and manage risk and power imbalances in their practices.

YOU WILL LEARN:

- Understanding all sources of negotiation power and how they affect the parties
- Appreciating the power of the mediator/ arbitrator
- How to recognize different types of family violence
- A wide range of screening tools and reports
- Best screening practices in family arbitration
- How to safely refer clients to more appropriate processes
- Safety planning and referrals
- How to handle suicide risks
- When to report to authorities
- How to adapt your practice to meet the procedural needs of the parties

THE BENEFITS OF OUR PROGRAM:

Instructors and coaches bring expert opinions, while leaving time for interactive group discussion to encourage individual learning.

REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes September 30, 2015. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before September 30, 2015.

PAST PARTICIPANTS SAID:



"Valuable information for all family lawyers, delivered in a practical and productive format by leading faculty."

- Martha McCarthy, Toronto Family Lawyer

"The depth and overall material covered in this course was very useful."

- Rashell Freedman

"It should be a must for any family practitioner (lawyer & others). I feel extremely bad about not having this training during the 16 years of practice and my past years as mediator."

- Julie Audet

"I found both the course and materials provided to be very helpful. The precedents for screening have proven invaluable in my practice."

- Brenda Christen, Toronto Family Lawyer





RIVERDALE MEDIATION



ADVANCED FAMILY MEDIATION & NEGOTIATION: THEORY & SKILLS

DATE: November 4, 5 & 6, 2015

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Heather Swartz, Shelley Stirling-Boyes, Hilary Linton and Elizabeth Hyde
With guest speakers, professional actors, and expert coaches

COST: \$1275 plus HST (\$1440.75)
EARLY BIRD RATE: \$1173 plus HST (\$1325.49) (pay by Oct. 5th)
Option to attend 1 day only: \$500 plus HST (\$565)



This program had been accredited by the Law Society for 4.5 Professionalism Hours for experienced members and 17 Substantive hours.

- PRE-REQUISITES:**
- Basic Family Negotiation and Mediation (or equivalent)
 - 14 hours Power Imbalances in Family Law Cases
 - 30 hours Family Law (for non-lawyers)
- Note: In individual cases we may be prepared to waive prerequisites for students who can establish equivalent training or who plan to take prerequisites in the future.*

OUR APPROACH:

A practical, intensive AND advanced level skills-based workshop for experienced family mediators. Includes intensive role-playing and based on real cases, feedback from small groups and experienced coaches, lectures and demonstrations from senior family mediators.

YOU WILL LEARN:

- High conflict cases and complete facts
- Handling challenging power imbalances
- The voice of the child
- Advanced conflict analysis
- Advanced practice & ethical issues
- Restorative processes

NOVEMBER 4 ADVANCED FINANCIAL MEDIATION:

Skills and Strategies for navigating difficult issues including where:

- One or both parties are unrepresented
- The experts are far apart
- The parties do not want to properly value assets
- The power imbalances are significant
- The issues are interconnected and complex

NOVEMBER 5 ADVANCED MEDIATION SKILLS AND STRATEGIES FOR HARD CASES:

- Advanced role plays of challenging parenting, financial and comprehensive mediation situations
- Skills for overcoming impasse, generating proposals, working through difficult emotions, helping vulnerable clients
- Advanced level demonstration, coaching and feedback on listening, questioning, reframing, problem-solving and conflict analysis skills
- Effective tips for responding to impasse, competitive bargaining strategies, parties and counsel who are not bargaining in good faith
- Working with one or more unrepresented parties

NOVEMBER 6 ADVANCED PARENTING MEDIATION:

Skills and strategies for navigating difficult issues including where:

- The labels of "custody/joint custody" matter
- The negotiation is driven by the child support guidelines
- The voice of the child should be heard and the parties are reluctant to consent
- The parents cannot afford a voice of the child report
- The parties seek evaluation
- Cultural issues lie at the heart of the dispute

PAST PARTICIPANTS SAID:



"Hilary and the Riverdale team provided the best family mediation course training I have experienced. I highly recommend this course."

"Your mix of actors and students added great value to this course. Excellent cases were chosen. Your group are very good presenters and clearly promote the field of mediation."

"...enjoyed the use of examples that the instructors would provide in their presentations. As well...small group discussions to view other class members approaches to the material"

"The varied very competent slate of presenters/coaches provided us, learners, with a wealth of experience and information."



REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes October 28, 2015. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before October 28, 2015.



RIVERDALE MEDIATION



ARBITRATION LAW FOR PARENTING COORDINATORS

DATE: November 20 & 21, 2015

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Elizabeth Hyde and Hilary Linton
With guest speakers (TBA)

COST: \$825 plus HST (\$932.25)

EARLY BIRD RATE: \$759 plus HST (\$857.67) (pay by Oct. 20th)

FOR FURTHER SAVINGS SEE [COURSE PACKAGES](#)



CPD credit renewal pending. The following is based on previous accreditation. This program has been accredited by the Law Society for 2.5 Professionalism Hours and 10.5 Substantive hours.

PRE-REQUISITES:

OUR APPROACH:

A comprehensive, practical workshop designed to familiarize parenting coordinators and paralegals with the fundamentals of family arbitration law and process, using case studies, role plays, guest speakers and class discussion.

YOU WILL LEARN:

- Overview of legislation & regulation
- Pre-arbitration process & Agreements
- Motions
- Screening for power imbalances
- Arbitrations with self-represented parties
- Hearing options
- *Evidence basics:* witnesses, documents, hearsay, experts and reports, use of reporter
- Taking notes and keeping a record
- Dealing with objections and irregularities
- Ensuring and documenting procedural fairness
- Meaning of bias and impartiality
- Writing partial and final awards
- Managing time and costs for the parties
- Fees and retainers
- Appeals and reviews
- Enforcement of awards

THE BENEFITS OF OUR PROGRAM:

- We incorporate advanced theory with a practical, hands-on approach
- Instructors and guest speakers bring expert opinions, while leaving time for interactive group discussion to encourage individual learning

REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes November 14, 2015. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before November 14, 2015.

PAST PARTICIPANTS SAID:



“Provided the tools to get started”

“Excellent presentation and discussion, clear information”

“Excellent workshop, would attend a sequel”





RIVERDALE MEDIATION



2016
COURSES





RIVERDALE MEDIATION



INTRODUCTION TO ALTERNATIVE DISPUTE RESOLUTION (ADR)

This three day workshop is the first course in our Family Mediation Training series. It is designed to give registrants a comprehensive theoretical basis for progressing to the skills training in the courses that follow.

DATE: January 21, 22 & 23, 2016

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Hilary Linton, Elizabeth Hyde, and Christine Kim

COST: \$975 plus HST (\$1101.75)

EARLY BIRD RATE: \$900 plus HST (\$1017) (pay by Jan. 5th)
FOR FURTHER SAVINGS SEE [COURSE PACKAGES](#)



This program contains 8.5 Professionalism Hours, and is eligible for up to 12 hr 30 min of substantive content.

OUR APPROACH:

A workshop format, featuring experienced mediators and academics in conflict theory and analysis; seminal readings about conflict, disputing and mediation; case studies; exercises; class discussion; take home assignments; and extensive resource information.

YOU WILL LEARN:

- The nature, causes and "drivers" of conflict
- What causes conflicts to escalate into disputes
- Various dispute resolution processes
- Basic negotiation theory
- The skills and attitudes of good mediators
- Sources of negotiation power that parties have or believe they have, and how this impacts mediation
- Different approaches to mediation
- Overview of mediation ethics, standards & roles

THE BENEFITS OF OUR PROGRAM:

- We incorporate conflict and negotiation theory with practical, hands-on approach
- Program appropriate for those interested in a range of dispute resolution professions: mediation, arbitration, and/or parenting coordination
- Instructors and coaches bring expert opinions, while leaving time for interactive group discussion to encourage individual learning
- Focus on a variety of approaches to mediation

PAST PARTICIPANTS SAID:



"Excellent course! Elizabeth and Hilary are great, as are the presenters that were brought in. Lots of information, great environment for learning. Looking forward to my next course with Riverdale!"
- Caroline Scott

"Excellent sequence and logic to presentation of material. Very engaging and interesting..."

Christine was "... just brilliant. Her knowledge of mediation, families and culture was astounding."

"An excellent overview of the field as a whole, and I understand clearly how much I have to learn!"



REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes January 14, 2016. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before January 14, 2016.



RIVERDALE MEDIATION



PARENTING COORDINATION ADVANCED

DATE: February 4 & 5, 2016

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Elizabeth Hyde and Christine Kim
With guest speakers (TBA)

COST: \$825 plus HST (\$932.25)
EARLY BIRD RATE: \$759 plus HST (\$857.67) (pay by Jan 11th)
FOR FURTHER SAVINGS SEE [COURSE PACKAGES](#)

PRE-REQUISITES: Participants are expected to have taken the Basic Parenting Coordination course.



OUR APPROACH:

This interactive two-day workshop explores the advanced applications of the Parenting Coordination (PC) process.

YOU WILL LEARN:

- Developing strategies to keep both parties engaged in the process
- Identify features of high conflict personalities and personality disordered individuals
- Provide interventions in the PC process for dealing with visitation resistance and refusal
- Better understand the role of the PC in families with disputes around infants and toddlers
- Techniques for managing team collaboration
- Explore practical tools for analyzing intractable conflict and interventions to disarm embattled parents
- Coaching parents on communication skills
- The skill of mentalizing so parents can see themselves and the other's parents perspectives
- Arbitration in the PC process
- The importance of writing clear, concise and precise agreements, recommendations or decisions

THE BENEFITS OF OUR PROGRAM:

- Expertise in domestic violence.
- Theoretical and practical applications.
- Mental health and Lawyer PC perspectives.
- Interactive role plays and discussions to encourage individual learning.
- Program appropriate for those interested in a range of dispute resolution professions: mediation, arbitration, and/or parenting coordination.

REGISTRATION POLICY:

[REGISTER ON-LINE.](#) Registration closes January 28, 2016. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before January 28, 2016.



RIVERDALE MEDIATION



FAMILY LAW

30-Hour Training for Mediators and Other Professionals

DATE: March 21, 22, 23 & 24, 2016

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Hilary Linton and Elizabeth Hyde
With guest speakers (TBA)

COST: \$1300 plus HST (\$1469)

EARLY BIRD RATE: \$1200 plus HST (\$1356) (pay by Feb. 21st)

FOR FURTHER SAVINGS SEE [COURSE PACKAGES](#)

OUR APPROACH:

An accessible and engaging overview of Ontario family law, this course is designed for anyone seeking to become an accredited family mediator, parenting coordinator or arbitrator, who does not have a family law background. The primary purpose of the course to learn how to ensure that clients understand the legal implications of any potential settlement options.

YOU WILL LEARN:

- The essential statutes that govern family law practice in Ontario
- The role of case law in determining legal rights and obligations
- The interplay between parenting plans and financial issues
- Basic law of custody, access, mobility & third party rights
- Drafting essentials when documenting proposed settlements
- Related areas of law: criminal, bankruptcy, corporate, real estate, succession, tax.
- Basic spousal support law
- Basic child support law
- Basic property division law
- Domestic contracts
- Enforceability of settlements

THE BENEFITS OF OUR PROGRAM:

- Instructors and coaches bring expert opinions, while leaving time for interactive group discussion to encourage individual learning

PAST PARTICIPANTS SAID:



"Really enjoyed hearing from different speakers - broke up the day. Appreciated the professional stories; humour is great!"

"An excellent overview of the field as a whole!"

"I was quite impressed with the material, agenda, and presentation! [Elizabeth had a] great ability to bring clarity to the class and address myths."



REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes March 14, 2016. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before March 14, 2016.



RIVERDALE MEDIATION



BASIC FAMILY NEGOTIATION & MEDIATION (40 HOURS)

This comprehensive five-day workshop is designed for family and collaborative lawyers, mental health professionals, paralegals and educators. It features a panel of esteemed experts in the field. Approved by the OAFM and ADRIO for accreditation purposes.

DATE: May 5, 6, 9, 10 & 11, 2016

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Hilary Linton, Elizabeth Hyde, and Christine Kim
With guest speakers, professional actors, and expert coaches

COST: \$2250 plus HST (\$2542.50)
EARLY BIRD RATE: \$2125 plus HST (\$2401.25) (pay by Apr. 5th)
FOR FURTHER SAVINGS SEE [COURSE PACKAGES](#)

PRE-REQUISITES: Family law experience or Family Law (30 hour course), preferably Introduction to ADR (21 hours) and Screening for Family Violence (21 hours).
Note: In individual cases we may be prepared to waive prerequisites for students who can establish equivalent training or who plan to take prerequisites in the future.



This program has been accredited by the Law Society for 7.5 Professionalism Hours and up to 32.5 Substantive Hours.

OUR APPROACH:

A workshop format, blending lectures, group discussion, video demonstrations, guest speakers, readings, role-plays with professional actors, and one-on-one coaching.

YOU WILL LEARN:

- Strategies and skills for persuasive negotiation and effective mediation
- The impact of domestic violence and emotional abuse
- How to understand cultural differences in negotiation
- The impact of conflict on children
- How to create effective parenting plans
- How to draft settlement documents
- The ethical and liability concerns for alternative dispute resolution professionals
- How to become accredited or certified
- How to build and maintain your practice

THE BENEFITS OF OUR PROGRAM:

- We incorporate conflict and negotiation theory with practical, hands-on approach
- Program appropriate for those interested in a range of dispute resolution professions: mediation, arbitration, and/or parenting coordination
- Guest speakers and coaches bring expert opinions, while leaving time for interactive group discussion to encourage individual learning
- Focus on a variety of approaches to mediation

REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes April 28, 2016. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before April 28, 2016.

PAST PARTICIPANTS SAID:



"I would highly recommend this course to professionals... lawyers, social workers, mental health professionals."

"This has been the best experience that I have had as an adult learner... What made it so was the theory taken into practice with coaches and paid actors. Fantastic!"

"Extraordinary course – thought-provoking, thorough, highly organized!"





RIVERDALE MEDIATION



DUTY OF CARE FOR FAMILY LAW PROFESSIONALS: POWER, VIOLENCE, NEGOTIATION, LITIGATION AND ARBITRATION

(10-Hour Update for Family Arbitrators, DROs, Mediators and Parenting Coordinators)

Required every two years for family arbitrators and parenting coordinators

DATE: May 16, 2016

LOCATION: Oakham House (63 Gould St. Toronto, ON)

INSTRUCTORS: Hilary Linton
With guest speakers (TBA)

COST: \$450 plus HST (\$508.50)
EARLY BIRD RATE: \$400 plus HST (\$452.00) (pay by Apr. 16th)



This program has been accredited by the Law Society for 3.0 Professionalism Hours. It is also eligible for up to 7.0 Substantive Hours.

OUR APPROACH:

This intensive, case-study based program provides the bi-annual training required by the Ministry of the Attorney General for family arbitrators. It also is designed for Dispute Resolution Officers and senior mediators.

YOU WILL LEARN:

- useful working definitions of "power imbalance"
- warning signs for mediators, arbitrators, dispute resolution officers
- how to differentiate types and degrees of risk
- tools for mediators, arbitrators, dispute resolution officers
- how to decide when, and how, to proceed
- how to (safely) refer clients to more appropriate processes

PAST PARTICIPANTS SAID:



"Materials very good; well-organized; provides for re-visiting and referencing. Your experience and insight provided a basis for meaningful answers and insights over a broad range of mediation issues."

"You did an excellent job of delivering the training and I genuinely appreciate your dedication to the job at hand. You added a lot of value to the process. Thanks."

"Fabulous resource material. Hilary and Christine are impeccably professional generous with their knowledge."

"I am surprised by how much I learned. Not because of the instruction, but because I came in feeling that I had been through this type of material several times before. Thank you for the ongoing education and a change to revisit what I thought I knew"



REGISTRATION POLICY:

REGISTER ON-LINE. Registration closes May 9, 2016. Any registrations made and accepted after this date are non-refundable. Full payment of fees is due before registrations are accepted. Refunds of the registration fee less an administrative fee of 15% plus HST will be provided for cancellations made before May 9, 2016.



RIVERDALE MEDIATION

COURSE PACKAGES

Mediation Accreditation for Family Lawyers

1. Introduction to ADR
January 21-23, 2016
2. Screening for Family Violence
October 7-9, 2015
2nd Offering: April 13-15, 2016
3. Basic Family Negotiation and Mediation
(40 Hours)
May 5-6, 9-11, 2016

A

\$3800 + HST = \$4294

Save \$400 off the basic price

Mediation Accreditation for Professionals who are not Family Lawyers

1. Introduction to ADR
January 21-23, 2016
2. Family Law (30 Hours)
March 21-24, 2016
3. Screening for Family Violence
October 7-9, 2015
2nd Offering: April 13-15, 2016
4. Basic Family Negotiation and Mediation
(40 Hours)
May 5-6, 9-11, 2016

B

\$5000 + HST = \$5650

Save \$500 off the basic price

Parenting Coordination

1. Parenting Coordination Basic
September 17-18, 2015
2. Arbitration Law for Parenting Coordinators
November 20-21, 2015
3. Parenting Coordination Advanced
February 4-5, 2016

PC

\$2250 + HST = \$2542.50

Save over \$200 off the basic price

PAYMENTS:

We prefer course participants pay the total balance due in one lump sum at the time of registration. However, we recognize, that may not be possible. You can choose to pay your fees in two installments.

OPTION 1: One Payment

Pay course fees in full at the time of registration.

OPTION 2: Pay in two equal payments

You can pay your course fees in two equal installments. The first payment is due on or before registration and the final payment is due before April 20th. Please note: no more than two equal payments are permitted.