



### PASSPORT DETAILS

<b>Flexi Passport</b> 60 credits per passport	Quantity _____	@ \$1,800 Early bird pricing until Sep 25, 2024 only @ \$2,050 Regular pricing after Sep 25, 2024	\$ _____
<b>Personal Passport</b> 60 credits per passport	Quantity _____	@ \$1,425 Early bird pricing until Sep 25, 2024 only @ \$1,650 Regular pricing after Sep 25, 2024	\$ _____
<b>Mini Passport</b> 30 credits per passport	Quantity _____	@ \$875 Early bird pricing until Sep 25, 2024 only @ \$975 Regular pricing after Sep 25, 2024	\$ _____
Subtotal			_____
5% GST (GST No. 107508541)			_____
TOTAL			_____

### PURCHASER DETAILS

**Name of Passport Holder**

**For Flexi Passports:** You must designate an official contact person. This individual, and no other, will be authorized to receive information on the passport usage, including days remaining and registrations.

\_\_\_\_\_

**Company/Organization**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**City**

\_\_\_\_\_

**Province**

\_\_\_\_\_

**Postal Code**

\_\_\_\_\_

**Telephone**

\_\_\_\_\_

**Email**

\_\_\_\_\_

The undersigned has read, understood and agrees to be bound by the terms and conditions of the PD Passports as outlined on the back of this order form.

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

### PAYMENT DETAILS

PLEASE NOTE: Credit card information can now only be accepted by phone. Ensure you enter a valid phone number on the form and we will contact you. Alternatively, you can register online at pd.bccpa.ca or call CPABC PD at 604 872.7222.

Cheque enclosed. Payable to Chartered Professional Accountants of British Columbia.  
Mailing address: 800-555 West Hastings Street, Vancouver, BC V6B 4N6.

2024-2025 PD Passports are valid for PD seminars held from September 1, 2024 through to August 31, 2025, and cannot be used to register for any seminars/products scheduled or dated beyond August 31, 2025. Remaining PD Passport credits cannot be refunded, carried forward or credited.

# PD PASSPORT TERMS & CONDITIONS

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## Seminar Applicability

- 1 Personal = 60 credits
- 1 Flexi Passport = 60 credits
- 1 Mini Passport = 30 credits
- 1 PD+ Pass = 30 credits
- 1 PD Academic Pass = 20 credits

Each PD Passport is equivalent to the number of credits as indicated above of passport-valid Professional Development seminars. These credits can be any combination of CPABC seminars that are passport valid. Passport credits are also applicable towards our web-based PD seminars – refer to the actual seminar(s) for number of credits to be used.

## Validity & Expiry

2024-2025 PD Passports are only valid for seminars held or dated between September 1, 2024 and August 31, 2025.

Any unused portions of the PD Passport(s) cannot be refunded or credited for PD seminars or products. Passports cannot be used retroactively for seminars taken prior to their purchase. No other discount program or offering may be used in conjunction with the PD Passports.

## PD Passport Invalid Seminars

A small number of CPABC PD seminars may not be passport valid – these seminars will be indicated as PD Passport Invalid. Note that CPABC Executive Programs, the CPABC Pacific Summit; and Chapter Events and Chapter PD are all PD Passport Invalid.

## Transferability

The Personal PD Passport, Mini PD Passport, PD+ Pass, and PD Academic Pass are **non-transferable** – the holder may not send an alternate to attend a seminar in their place. The Flexi PD Passport is transferable, but we would appreciate receiving advance notice of any changes for recording accuracy.

## Flexi PD Passport - Contact Person

For Flexi Passports, you must designate an individual as your official passport contact person. This individual, and no other, will be authorized to receive information on the passport usage, including registration details made under that passport.

## Seminar Registrations

PD Passport holders who want to attend a seminar using their passport must register in advance for all seminars. Walk-ins are not permitted. All registrations are handled on a "first-come, first-serve" basis and some courses may fill up early.

## Cancellations & No-Shows

Requests for course cancellations and/or transfers must be received in writing before 9:00am no less than 3 full business days prior to the course start date to be eligible for a full passport credit reinstatement. Statutory holidays and weekends are not considered business days. Cancellation and/or transfer requests received after this deadline will not be accepted. These requests will not be eligible for any refunds nor credits, and the full passport credit usage will be assessed.

Substitution of attendee is permitted up to and including the day of the seminar, with the exception of registrations made through a Personal Passport, Mini Passport, PD+ Pass, or the PD Academic Pass which are all non-transferable.

On-Demand course registrations are not eligible for cancellations or refunds once access has been provided.

## PD Passport Refunds

There will be no refunds issued on PD Passport purchases once the order for the Passport has been processed.

**CPABC reserves the rights to the PD Passport. Inappropriate use of the PD Passport will result in the immediate cancellation of privileges with no refund.**