



## ECTARC Enrolment Checklist

Please return the following items to enrol in an ECTARC program:

- Enrolment form completed – 2 pages to be completed.
- Copies of qualifications or transcripts that you have received from ECTARC or other training organisations that have been certified by a Justice of the Peace (see note below).
- Payment - a cheque, money order or credit card details can be given for payment. No materials will be sent unless payment is received. Refer to the enrolment form for fee details.

### **IMPORTANT NOTE**

Copies of qualifications, transcripts, marriage certificates and official documentation must be signed and certified by a Justice of the Peace. Enrolment applications will not be processed unless documentation copies have been certified by a Justice of the Peace.

To find a Justice of the Peace in your area please visit this website <http://jp.lawlink.nsw.gov.au/public/welcomePublic.do> or visit <http://www.lawlink.nsw.gov.au>

Ask at your local pharmacy, doctors surgery, post office or council as they often have someone as a Justice of the Peace on their staff.

If you have any questions about enrolling with ECTARC please don't hesitate to call 02 4223 1111 or email [info@ectarc.com.au](mailto:info@ectarc.com.au)