



associatepm

"delivering change through partnerships"

APM_COURSE(s)_BOOKING FORM

			Duration Days
CBP - Professional			
A	Sales	C30-508	2
B	Leadership	C10-506	2
C	Customer Services	C20-507	2
D	Business Communication	C40-510	2
E	Business Etiquette & Professionalism	C50-509	2
CBP Master			
F	Project Management	E10-706	5
G	Business Management	E20-707	5
H	Tourism & Hospitality	E10-810	5
I	Computer Technology Specialist	E40-709	5
CBP-BIS (Business Improvement Series)			
J	Dynamic Decision Making		1
K	Conflict Management		1
L	Leading Through Change		1
M	Secrets to Management Success		1
N	Motivating Employees to be Their Best		1



The **Certified Business Professional program** is an international industry-neutral credential that validates and develops the business professional. A typical candidate is a professional in pursuit of excellence and is committed to exceeding all standards for the business professional

The program was **developed by industry-wide and cross platform job task analysis, and by consultation with key industry representatives** to ensure the program's effectiveness and applicability

The CBP Certification exams are **delivered by the International Business Training Association** and are available worldwide through a global network of CBP Authorized Training Partners (ATPs)

Certification Exams delivered by Thomson Prometric (Online)



associatepm

"delivering change through partnerships"

	CBP – Professional (2days)	CBP -Executive	CBP – Master's (3-5days)	CBP-BIS Business Improvement Series (1 day)
Credentials	<u>Choose One</u> Course from below & pass Exam	<u>Complete all 5</u> Course's & pass Exam(s)	Complete CBP Executive & choose 1	Indpendant Programmes
Sales	•	•	•	
Leadership	•	•	•	
Customer Services	•	•	•	
Business Communication	•	•	•	
Business Etiquette & Professionalism	•	•	•	
Dynamic Decision Making				•
Conflict Management				•
Leading Through Change				•
Secrets to Management Success				•
Motivating Employees to be Their Best				•
TRAINING*	£399	£399	£1399	£449
MATERIALS*	£30	£30	£55	£30
EXAM*	£50	£50	£70	£50
Total Course fees Per Person*Δ	£479	£479	£1524	£529

*Course fees(ex taxes) are paid at Registration. Fees do not include re-take that examinations.

Δ **Discounts** are available for Organisations / Corporate groups.

These course's are delivered Globally. All examinations are taken on completion of the programme. Venue for Exam may be differ. Blueprintpcm Ltd has the rights to change the venue, giving reasonable notice. All examinations are on-line, and will be scheduled appropriately. Full exam fees are payable, if no pass is achieved or retaken.

Exam times:

PROFESSIONAL LEVEL

CBP Customer Service Exam - 1 hr 30 min
 CBP Sales Exam - 1 hr 30 min
 CBP Leadership - 1 hr 45 min
 CBP Business Etiquette - 1 hr 30 min
 CBP Business Communication - 1 hr 30 min

MASTER LEVEL

CBP Project Management - 2 hrs 30 min
 CBP Computer Technology Specialist - 2 hrs
 CBP Tourism & Hospitality - 2 hrs
 CBP Business Management - 3 hrs 30 min

On completing this booking form you can either

E-mail to ibta@associatepm.com OR

Fax it to "associatepm" on +44(0) 7005 993 904

Alternatively, you can make a booking by calling or text us on
 +44 (0)7803 940869 (UK)



associatepm

"delivering change through partnerships"

FAX BACK FORM !

Course Name/ No.			
Dates			
Delegate Name			
Delegate Company			
Correspondence Address	Postcode:		
Contact Email			
Contact telephone /mobile			
Invoicing Details (if different from above)	Postcode:		
Delegate's telephone			
Delegate's email			
Method of Payment:	BACS / CREDIT CARD / DEBIT CARD / CHEQUE		
Purchase Order	No:		
Credit Card	Type of card :	Expiry date:	
	Card number:	3 digit security code:	
	Name:		
Accommodation at Venue (if applicable)	_____ day to _____ day (_____ nights in total)		
Accommodation Invoicing	Cost of accommodation to be included on invoice YES / NO		
Dietary, Physical or exam requirements			
Terms and Conditions (T's &Cs attached)	17 CALENDAR DAYS PLUS <ul style="list-style-type: none"> • Substitution – No charge • Re-schedule (once only) 60% • Cancellation fee 60% 	16 CALENDAR DAYS OR LESS <ul style="list-style-type: none"> • Substitution – No charge • Re-schedule 100% • Cancellation fee 100% 	
I have read, understood and agree to the Terms and Conditions Yes / No Signature:			
Course price (inc Exam Fee)	£		
Discount (if any)	£		
Total course price (plus tax)	£		
Payment via BACS	"Blueprintpcm Ltd" or "associatepm" : HSBC, The Bridge, Walsall, West Midlands, WV1 1LN, UK Account No. 71717944 Sort Code. 40-45-19 IBAN: GB54MIDL40451971717944 Branch Id Code: MIDLGB2109M (Late Charges: 3% HSBC late charge on payments for invoices received over 14 days)		

Once you have completed your course booking form you can either e-mail the form to ibta@associatepm.com OR fax it to Blueprintpcm Ltd on +44(0) 7005 993 904 Alternatively, you can make a booking by calling us on +44 (0)7803 940869



associatepm

"delivering change through partnerships"

Terms & Conditions

This Course Booking is subject to the following terms and conditions between the client named overleaf and Blueprintpcm Ltd, a private limited company registered under the laws of England and Wales under number 3734989 whose registered office is Park House, 4 Park Street, Wellington, Telford, Shropshire, TF1 3AE. UK. , hereafter called ("Blueprintpcm Ltd"). Associatepm is a trade name wholly owned and operated by Blueprintpcm Ltd. Completion of this Booking deems contractual and obligation to participate and deliver the agreed programme.

Course Fees - All quoted course costs are exclusive of LOCAL TAXES. This should be added to the amount shown at the ruling rate at the time of booking the course. If a client fails to make full payment to "Blueprintpcm Ltd" or "associatepm" within the stated time "Blueprintpcm Ltd" or "associatepm" reserves the right to levy a late payment charge of 3% per calendar month (as indicated on Invoice T's & C's)

Payment Terms - No existing credit with "Blueprintpcm Ltd" or "associatepm" - Payment is due at registration. Payment should be made by BACS (details above), at least 8 working days before the start date of the programme/course. Where an invoice has been requested payment must be received by "Blueprintpcm Ltd" or "associatepm" within 14 days or the start of the course whichever is the sooner. "Blueprintpcm Ltd" or "associatepm" have the right to refuse attendance, if payment has not been duly received.

Existing Credit Clients - An invoice will be issued and payment is due as per the standard T's & C's attached to your proposal. Please ask for further details.

Joining Instructions - Venue details and full joining instructions will be sent no later than two weeks before the start date of the course. Overnight accommodation is NOT included in the course fee. If required this can be booked through "Blueprintpcm Ltd" or "associatepm", in some cases, as we have discounted rates available at several local hotels. Cancellation or failure to honour venue booking will be charged fully to the delegate. No Accommodation arrangements are made for courses outside of UK. Delegates will be required to make their own arrangements

Cancellation, Substitution & Rescheduling Charges

17 CALENDAR DAYS PLUS

- Substitution – No charge
- Re-schedule (once only) 60%
- Cancellation fee 60%

16 CALENDAR DAYS OR LESS

- Substitution – No charge
- Re-schedule 100%
- Cancellation fee 100%

Changes to Course Content / Venue - "Blueprintpcm Ltd" or "associatepm" reserves the right to make changes to the published course at any time where it improves the specification or content to the benefit of the client without supplying notice to the client. Should it become necessary to relocate the workshop, "Blueprintpcm Ltd" or "associatepm" reserves the right to make this change and notify the client as soon as the change is known.

Course Cancellation - "Blueprintpcm Ltd" or "associatepm" will use all reasonable endeavours to avoid changes of this nature but reserves the right to cancel and reschedule the course when this is unavoidable. In this event, "Blueprintpcm Ltd" or "associatepm" will offer the client an alternative date or refund of all monies paid subject to undamaged / unmarked return of all pre-course material. Where this is not possible "Blueprintpcm Ltd" or "associatepm" will retain monies to cover the cost of such pre-course material.

Warranty and Liability - The Client/Delegate accepts that it is their responsibility to ensure that the course is suitable for the delegate(s) and that the delegate(s) has/have the necessary competence to achieve the objectives of the course. "Blueprintpcm Ltd" or "associatepm" 's liability for loss and damage shall be limited to a claim for damages. The maximum aggregate liability will be the charges for the course out of which the loss or damage has arisen. "Blueprintpcm Ltd" or "associatepm" will not be liable for indirect, special or consequential loss (including loss of anticipated profit or data), however arising, even if it has been advised of such potential loss.

Intellectual Property - The copyright and all other intellectual rights in all course materials shall remain the sole and exclusive property of "Blueprintpcm Ltd" or "associatepm" or International Business Training Association IBTA or, in the case of a course developed by a partner, the partner organisation. The client undertakes that it will not copy, or permit to be copied; such course material nor disclose or permit disclosure, sell or hire the same to third parties, nor use the same to run the client's own courses.

Force Majeure - "Blueprintpcm Ltd" or "associatepm" shall not be liable for failure to supply any service under the Agreement or product due to a cause beyond its reasonable control.

Law - This Agreement and any other agreement of which it forms part shall be construed and enforced in accordance with the laws of England and the English Courts shall have exclusive jurisdiction.



associatepm

"delivering change through partnerships"



Validation / Awards



COMPLETE D ONE AND PASS EXAM !

Sales	C30-508
Leadership	C10-506
Customer Services	C20-507
Business Communication	C40-510
Business Etiquette & Professionalism	C50-509



COMPLETED ALL 5 AND PASS ALL EXAMS !

Sales	C30-508
Leadership	C10-506
Customer Services	C20-507
Business Communication	C40-510
Business Etiquette & Professionalism	C50-509



COMPLETED CBP EXECUTIVE AND ONE 5DAY PROGRAMME, WITH EXAM

Project Management	E10-706
Business Management	E20-707
Tourism & Hospitality	E10-810
Computer Technology Specialist	E40-709