

Course Processing Fee Effective January 2004

- A. One **check** for whole class made out to “**STATE of CA-OES.**” Write course number on check. Where possible, include check with final course paperwork. (Example below for three First Responder Operations Certs, class taught in California..)

City of Kiwi	2048
Date: <u>July 20, 2004</u>	
PAY TO THE ORDER OF STATE OF CA - OES	<u>\$30.00</u>
Thirty Dollars and no cents	Dollars
FIRST NATIONAL BANK	
<u>04-0325 (Course #)</u>	<u>SIGNATURE</u>
1:00 2100 661: 770 964076 2121	

-or-

- B. **Credit Card** Type: (Visa/ Mastercard/ American Express card) give card number, card type, expiration date, full name as it appears on the card, and mailing address to send receipt to. (You can phone this info. to: Susan Speer Kocher at 805/549-3534 or send it to us via mail or FAX: 805/549-3555.) Be sure to reference course number for certificates; HM 110 (Materials Order Form) for Notebook or CD orders. **Mail: CSTI, Attn: Outreach, P.O. Box 8123, San Luis Obispo, CA 93403-8123.**
Send e-mail: Susan.Kocher@oes.ca.gov.

NOTE:

Payment is required prior to certificates or materials being released. If you or your Accounting Staff are **unable to pay by check or credit card**, and have any questions regarding pre-payment listed above, please contact:

Christine Low @ 805/549-3599 or e-mail: Christine.Low@oes.ca.gov.

[Contact Susan.Kocher at 805/549-3534 to give credit card information.](#)