



# Knowledge Based Registration Form

**THIS FORM MUST BE FILLED OUT COMPLETELY!  
(Knowledge Based Only)**

SCHOOL NAME & ISD

SCHOOL ADDRESS

CITY

STATE

ZIP

TEACHER NAME

TEACHER EMAIL

TEACHER PHONE

CELL

I would like to pay by:

Check  Credit Card (please call TSFA office to pay by this method)

PO # \_\_\_\_\_ (Please write PO number in the blank to the left and include copy of the PO for invoicing)

### Make checks payable to:

Texas State Florists' Association  
PO Box 859  
Leander, TX 78646  
P: 512.528.0806 F: 512.834.2150  
[caroles@tsfa.org](mailto:caroles@tsfa.org)  
[txsfa@sbcglobal.net](mailto:txsfa@sbcglobal.net)

### Cancellation Policy:

**Cancellations and No Shows will be charged half of the registration fee. Refunds must be requested.**

**REGISTRATION  
OPTION 2  
COST: \$30**

**TSFA Knowledge Based Only Certification** – This industry certification will test the student's knowledge of the floral industry; common terms associated with daily floral tasks and identify common tools and plants used in the floral industry. Students will receive their log-in information once the registration spreadsheet has been emailed to the TSFA office.

**\*\*\*Please fill out the Knowledge Based registration form for all students taking Option #2. This form can be found at [www.tsfa.org](http://www.tsfa.org) under Teacher/classes/workshops**

## Knowledge Base Registration Spreadsheet

In order to complete your registration, complete a student registration spreadsheet using the headers below and email it to: [caroles@tsfa.org](mailto:caroles@tsfa.org) along with this completed registration form. The student registration spreadsheet should have three columns titled **Firstname, Lastname, Email, Per example below:**

|   | A         | B        | C     |
|---|-----------|----------|-------|
| 1 | Firstname | Lastname | Email |
| 2 |           |          |       |
| 3 |           |          |       |

Please save your Excel Spreadsheet as an Excel workbook and title it with the School name listed on your registration form. This must be in the exact order as outlined in the example.

*EX. TSFA Hight School - Option #1*

The Floral Design teacher will be added as administrator to the online Knowledge Based portal and will be able to review students' grades.