



**2016 EEOC FEDERAL COURSE
 REGISTRATION FORM**

Check or Credit Card Payment

Mail to EEOC Training Institute, 6841 Elm Street, #1092, McLean, VA 20602

Course (Price):

- | | | |
|---|--|--|
| <input type="checkbox"/> Barrier Analysis (\$575) | <input type="checkbox"/> Disability Program Advanced (\$575) | <input type="checkbox"/> Drafting Final Agency Actions (\$850) |
| <input type="checkbox"/> MD-715 Basics (\$300) | <input type="checkbox"/> Disability Program Basics (\$575) | <input type="checkbox"/> Counselor Refresher (\$300) |
| <input type="checkbox"/> Investigator Refresher (\$300) | <input type="checkbox"/> New Counselor (\$975) | <input type="checkbox"/> New Investigator (\$975) |
| <input type="checkbox"/> New EEO Law (\$175) | <input type="checkbox"/> LOADD (\$575) | <input type="checkbox"/> EEO for Manager/Supervisors (\$575) |
| <input type="checkbox"/> Special Emphasis Program Manager (\$575) | <input type="checkbox"/> Unlawful Harassment: An Agency Responsibility (\$575) | |

Date(s)/Location: _____

Attendee Information: PLEASE COMPLETE A SEPARATE FORM FOR EACH REGISTRANT.

First Name _____ MI _____ Last _____

Title _____

Organization _____ SubOrg _____

Address _____

City _____ State _____ Zip _____ Fax No. () _____

Business Telephone () _____ (if TTY, please check)

Email Address _____ Organization Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?

Yes Describe accommodation requested _____

Have you attended an EEOC sponsored seminar, course or conference in the past 5 years? Yes No

Your Position Category:

- Attorney Mediator, ADR
- EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor
- HR Professional/Staff Other Manager, Supervisor
- President, CEO, Owner Union Representative
- Other _____

How did you learn about our courses?

- Brochure in mail
- Colleague SHRM
- EEOC event
- Email Website/Internet
- Professional Organization Newspaper /Radio Ad
- Other _____

Pre-payment is required. See program policies on the website for more information on payment methods. Federal departments and agencies have the authority to authorize advance payment of training-related expenses. Additional information and guidance is found in the U.S. Office of Personnel Management Training Policy Handbook and at 31 U.S.C. §3324 (1997), 5 U.S.C. §4109(a)(2) (1997), and 41.

Payment Information:

Credit Card MasterCard Visa American Express Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____ Signature _____

Security Code _____ Cardholder Email address _____

Check Payment

REGISTRATION INFORMATION EEOC TRAINING INSTITUTE FEDERAL COURSES PAYMENT BY CHECKS/CREDIT CARDS

Pre-payment is required. Acceptable credit cards: Government purchase card, Visa, MasterCard, or American Express. All credit card charges will be listed as EEOC Training Institute on your statement. Select pay by Bank Account on the registration Billing Page if you are paying with an electronic check. **Federal Agencies using IPAC (Intra-governmental payment and collection)** must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

NOTE: Federal departments and agencies have the authority to authorize advance payment of training-related expenses. Additional information and guidance is found in the U.S. Office of Personnel Management Training Policy Handbook and at 31 U.S.C. 3324 (1997), 5 U.S.C. 4109(a)(2) (1997), and 41.

Registrants from **State and Local Government.** To request an invoice (to secure payment via **check or credit card**) please e-mail, telephone or fax your request to the **EEOC Training Institute.**

PLEASE COMPLETE A SEPARATE FORM EACH REGISTRANT.

REGISTRATION: (Payment is required with registration):

1. **Mail:** EEOC Training Institute, **6841 Elm Street, #1092, McLean, VA 20602**
2. **Telephone:** (866)446-0940
3. **Online:** www.eeotraining.eeoc.gov/fedmain.html

If you have any questions about registration please call: (866)446-0940 TTY (800)828-1120) or email us at eeoc.traininginstitute@eeoc.gov.

Most of our courses sell out and we **do not** maintain wait lists, so please REGISTER EARLY, preferably two weeks prior to the course. On-line registration will close 2 days before the event.

CONFIRMATION: Registrants will receive confirmation upon receipt of a completed registration AND payment. IF REGISTRANTS DO NOT RECEIVE AN EMAIL CONFIRMATION, CALL OUR CUSTOMER SERVICE NUMBER AT 866-446-0940 to verify that the registration has been processed and the individual(s) is/are confirmed for the event.

All Registrants should bring a copy of their confirmation email with them to the course.

REASONABLE ACCOMMODATION REQUESTS: Please describe your accommodation needs due to a disability on the registration form and we will respond to you.

HOTEL ARRANGEMENTS: Registrants are responsible for their own hotel and travel arrangements.

CANCELLATIONS/NO-SHOW POLICY: Cancellations received more than ten (10) business days prior to the course are eligible for a refund, less a \$35 processing fee. If the cancellation is received less than 10 business days prior to the course, the registrant will be responsible for the full fee. **No shows are not eligible for a refund.**