EEOC Training Institute
...Learn from the Experts

2007 EEOC FEDERAL SECTOR COURSE
REGISTRATION FORM

Print Form

REGISTRATION INFORMATION:

First Name _____ MI ___ Last Name _____

Job Title _____ Agency/Employer _____

Address _____ Address 2 _____

City _____ State _____ Zip Code _____ Fax _____

Telephone _____ ☐ Check, if TTY Email _____

Do you need a reasonable accommodation to attend this training? ☐ No ☐ Yes If yes, specify below

_____

Are you a law enforcement professional carrying a firearm? ☐ Yes ☐ No

COURSE INFORMATION:

*** If attending a course, change the quantity to 1. This will automatically calculates the amount due.**

COURSE DESCRIPTION	SELECT LOCATION AND DATE	Qty*	Session Cost	Amount Due
EEO Training for New Counselors				
EEO Training for New Investigators				
EEO Refresher Training for Counselors				
Basic Mediation Skills Training				
EEO Training for Managers and Supervisors				
Drafting Letters of Acceptance and Dismissal Decisions				
Drafting Final Agency Actions				
			Total Amount Due:	

PAYMENT INFORMATION:

select one ☐ Credit Card ☐ Federal Gov't Purchase Order ☐ State/Local Gov't Purchase Order ☐ Check

Credit Card Type _____

Card Number _____

Expiration Date (MM/YY) _____

Cardholder Name _____

Cardholder Email Address _____

Signature _____

8- digit Agency Locator Code - ALC **Required for Federal PO's** _____

Agency Tax Identification Number **Required for all PO's** _____

Name of individual for Invoicing **Required for All PO's** _____

Email Address of indivudal for invoicing **Required for all PO's** _____

Your Organization's Business Type ☐ Federal Government ☐ State/Local Government ☐ Other _____

Your Position Category ☐ Attorney/Attorney Rep. ☐ EEO Dir/Mgr/Supv ☐ EEO Investigator/Counselor Staff ☐ HR Staff ☐ HR Dir/Mgr/Supv ☐ Mediator/ADR ☐ Other Mgr/Supv ☐ President/Owner ☐ Union Rep ☐ Other

Have you previously attended an EEOC sponsored seminar, course or conference ? ☐ Yes ☐ No

How did you learn about our this event? ☐ Brochure ☐ Colleague ☐ EEOC Event ☐ Email ☐ Website/Internet ☐ Newspaper/Radio Ad ☐ Professional Organization ☐ SHRM ☐ Other _____

Checks must be attached and payable to:
The EEOC Training Institute
P.O. Box 83933
Gaithersburg, MD 20883-3933

Credit Card and Purchase Orders Only
The EEOC Training Institute
Fax Number: (301) 545-0718
Email Address: eeoc.traininginstitute@eeoc.gov

2007 EEOC FEDERAL SECTOR COURSE REGISTRATION POLICY

REGISTRATION: THREE WAYS TO REGISTER

1. For immediate confirmation. register **ON-LINE** using a credit card at: **www.eeotraining.eeoc.gov.**

2. **MAIL** your registration application with payment to : EEOC Training Institute
   P.O. Box 83933
   Gaithersburg, MD 20883-3933

3. **FAX** your registration form with credit card payment to: 301.545.0718.

Complete a separate registration form for each attendees.

FOR REGISTRATION QUESTIONS. Call 1.800.600.6157 or 1.800.600.6158 (TTY) or email us at **eeoc.training@eeoc.gov.**

EARLY REGISTRATION:. Space is very limited, register early, preferably at least 3 weeks before the beginning of your requested class. Late registrations will be accepted on a space available basis.

CONFIRMATION. Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

REASONABLE ACCOMMODATION REQUEST. Describe your needs for a disability accommodation on the registration application and we will respond to you.

CANCELLATION/NO SHOW POLICY: Cancellations received more than 7 business days in advance of a course are eligible for a refund less a $35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the course.

PAYMENT INFORMATION

Payment by credit card is preferred. Payments by federal agency purchase orders are only acceptable if you provide a copy of the order (SF182 or DD 1556 training form) which must include a purchase order number, a 9 digit Tax Identification #, and your agency's 8 digit Agency Location Code (ALC). If any of these items are missing, we will not be able to confirm you for the course. If you are paying by state or local government purchase order, you must provide the name and email address where the invoice can be sent.

OTHER POLICIES:

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

CERTIFICATES: Participants will receive an EEOC Certificate of Completion at the conclusion of the course.

HUMAN RESOURCES CERTIFICATION INSTITUTE(HRCI) CREDIT AND CONTINUING LEGAL EDUCATION (CLE) CREDIT. Hour for Hour HRCI credit and CLE credit is available for most courses.