

2004 EEOC TRAINING INSTITUTE COURSE REGISTRATION FORM

Course	Cost	Date/Location
EEO Training for New Counselors (4 ½ days/32 hours)	\$800	
EEO Refresher Training for Counselors (1 day/8 hours)	\$245	
EEO Training for New Investigators (4 ½ days/32 hours)	\$800	
EEO Training for Managers and Supervisors (2 days)	\$490	
Writing Final Agency Action Course (3 days)	\$735	

Please print and use a separate form for each attendee.

Mr/Ms/Mrs. First Name _____ Last _____ MI _____

Name as you would like to see it on your name tag _____

Title _____ Business/Organization _____

Address _____ City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (Check if TTY)

Fax No. () _____ Agency Tax Identification Number _____

Business or Industry Type : Federal Govt State Govt Local Govt Private Company Contractor
 Not Applicable Other _____

Position Category: Attorney EEO Manager Manager, Other EEO Investigator
 EEO Counselor EEO Specialist EEO Staff ADR/Mediator HR Staff
 Union Rep Other _____

Do you require an accommodation, for a disability, to attend this program?

Yes No Describe accommodation requested _____

Would you like to receive future mailings/emails on upcoming EEOC training events or products? Yes No

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

PAYMENT METHOD **Amount of Payment Enclosed:** \$ _____

Credit Card Mastercard Visa American Express Discover

Account # _____ Expiration Date _____

Cardholders Name (please print) _____ Signature _____

Government Purchase Order 8 digit ALC (Agency Location Code) **(REQUIRED)** _____

ALC Contact Name & Phone # _____

Check Payment

REGISTRATION INFORMATION

PAYMENT

Your payment **must** accompany your registration. If you are paying by credit card, we need the name of the credit card holder (as it appears on the credit card) and the expiration date. Payment by federal agency purchase order will only be processed if you provide a copy of your purchase order (or your SF182 or DD 1556 training form), your purchase order number, your agency's 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 your course registration. If you are paying by state or local government purchase order, provide the billing address where the invoice should be mailed.

PAYMENT AND REGISTRATION:

Mail: EEOC Training Institute
P.O. Box 83933
Gaithersburg, MD 20833-3933

Fax: (301) 545-0718

QUESTIONS ABOUT REGISTRATION:

Call: 1 (800) 600-6157 or 1 (800) 600-6158 (TTY)

EARLY REGISTRATION

Space is very limited. Register early, preferably 3 weeks before the course begins. Late registrations will be accepted on a space available basis.

CONFIRMATION

Registrants will receive an email or fax confirmation upon receipt of registration application and payment.

REASONABLE ACCOMMODATION REQUESTS

Please describe your disability needs on the registration application and we will respond to you.

HOTEL ARRANGEMENTS

Registrants are responsible for their own hotel and travel arrangements. Please contact us for a list of hotels near the training site.

CANCELLATIONS/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. Registrations received less than 7 days in advance and no shows are not eligible for a refund. Substitutions may be made prior to the beginning of the course.

CERTIFICATES

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

HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI) CREDIT FOR RE-CERTIFICATION

Registrants will receive hour for hour HRCI credit for all courses.