



**REGISTRATION FORM**

COURSE LOCATION: DES MOINES, IA

COURSE DATES: MAY 1, 2018

COURSE TIMES: 0800-1600

COURSE FEE: \$125.00 REGISTER 3 AND RECEIVE A 4<sup>TH</sup> SEAT FREE OF CHARGE

AGENCY NAME: \_\_\_\_\_

INDIVIDUAL RESPONSIBLE FOR REGISTRATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

METHOD OF PAYMENT: INVOICE\_\_\_\_ PAY AT SEMINAR\_\_\_\_ PURCHASE ORDER\_\_\_\_

CREDIT CARD: NUMBER \_\_\_\_\_

CREDIT CARD EXPIRATION DATE \_\_\_\_\_

CREDIT CARD THREE DIGIT CODE \_\_\_\_\_

**AN ADDITIONAL 5 % FEE IS ADDED TO CREDIT CARD PAYMENTS FOR MERCHANT FEES**

FAX REGISTRATION TO 1-866-529-6152 ALL PAYMENT INFORMATION IS SECURED

REFUNDS ARE NOT ISSUED ONCE PAYMENT IS MADE BUT CREDITS ARE ISSUED FOR ANY FUTURE TRAINING COURSES SO THE TRAINING FUNDS ARE NOT WASTED. AGENCY NO SHOWS AND CANCELLATIONS WITHIN 5 BUSINESS DAYS PRIOR TO THE SCHEDULED CLASS DATE ARE STILL RESPONSIBLE FOR TUITION PAYMENT WHICH CAN BE APPLIED TO FUTURE COURSES.