



Direct Enrollment Seminar Registration Form

Step 1: Select Course

- What YOU Need to Know About Today's Federal Labor Relations**
Registration Fee: \$350.00
Course Date: March 10, 2010
Cancellation Deadline: February 24, 2010

- Managing Remote Work: It Is Only Geography**
Registration Fee: \$350.00
Course Date: March 24, 2010
Cancellation Deadline: March 10, 2010

- How to Rehabilitate or Remove the Problem Employee**
Registration Fee: \$395.00
Course Date: April 21, 2010
Cancellation Deadline: April 7, 2010

- How to Rehabilitate or Remove the Problem Employee**
Registration Fee: \$395.00
Course Date: September 22, 2010
Cancellation Deadline: September 8, 2010

Step 2: Registrant Information

Contact Name: _____
Agency/Company: _____
Address: _____
City/State/Zip Code: _____
Phone: _____ Fax: _____
Email: _____

Step 3: Optional Information

How did you hear about the seminar?
 Co-worker Email Online

How many people do you expect will attend the audio conference from your agency/company
 1-25 25-50 50-75 75-100 100-150

Step 4: Payment Information

Method of Payment:
 Check, payable to OmniGov Training Institute Credit Card Training Form/Purchase Order

Cardholder Name: _____
Account Number: _____
Expiration Date: _____
Billing Address: _____
City/State/Zip: _____
Cardholder Signature: _____
Cardholder Phone: _____
Cardholder Email: _____

Step 5: Registration Policies

All cancellations must be received in writing by the cancellation date listed above. Cancellations received by the deadline will be charged a \$100.00 cancellation fee. Cancellations received after the deadline and no-shows will be billed the full registration fee. The OmniGov staff will send, via email, a confirmation of each cancellation. If you do not receive this notice within two days of submitting your cancellation, please contact our office at **202-331-0004**. Substitutions, submitted in writing, will be accepted at any time with no additional charge. Transferring from one course to another is not permitted.

I have read and agree to abide by the registration policies.

Signature of Registrant: _____

Mail or Fax Registration Form to:

OmniGov Training Institute 1100 Connecticut Ave., NW - Suite 900 Washington, DC 20036
Phone: 202-331-0004 Fax: 202-331-7779