



# Federal Employment Law Training Group, LLC

## FELTG OPEN ENROLLMENT REGISTRATION FORM FOR FAX (206-350-2890) OR EMAIL (info@FELTG.com)

### Employee Relations Week

September 30 - October 4, 2019

International Student House - Ella Burling Hall - Washington, DC

Monday, September 30: **Introduction to Employee Relations**

Tuesday, October 1: **Leave Administration**

Wednesday, October 2: **Performance Issues & Introduction to EEO**

Thursday, October 3: **Discipline Issues**

Friday, October 4: **Employee Relations Potpourri**

**Early Bird Tuition** (register by Sept. 16): 5 days=\$2170 4 days=\$1780 3 days=\$1370 2 days=\$970 1 day=\$530  
**Standard Tuition** (register Sept. 17-Oct. 4): 5 days=\$2270 4 days=\$1880 3 days=\$1470 2 days=\$1070 1 day=\$630

Rates per registrant and only within the same training week.

Method of Payment:	<input type="radio"/> Credit card	<input type="radio"/> Purchasing Document (attach SF-182 or equivalent.)	<input type="radio"/> Check enclosed
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**Pay Now**    **Pay Later** (Credit card payments will be processed 2-3 weeks prior to the training start date if **Pay Now** is not selected.)

Attendee Name:		Title:	
Agency:		Phone:	
Address:			
City / State / ZIP:			
Email:			
Credit Card Info	Card Number:		
Cardholder name:		Ex. Date:	CVV:
Cardholder email:		Cardholder phone:	

**Purchase document invoices** will be submitted on last date of training with net 30 days terms. **Cancellations:** None accepted after Aug. 31, 2019. **NO CANCELLATIONS, REFUNDS OR TRANSFERS** will be accepted for pre-paid training, or after Aug. 31, 2019. No-shows will not be given credit towards future programs. FELTG reserves the right to make agenda modifications, or cancel any session with reasonable notice. **IMPORTANT:** If you do not receive an email confirmation from FELTG within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability. **Registration must have a method of payment to be accepted for processing.** Travel arrangements are the responsibility of the attendee.