



Federal Employment Law Training Group, LLC

FELTG Open Enrollment Registration Form

To process your registration, submit by: EMAIL (info@FELTG.com) OR FAX (206-350-2890)

FELTG Webinar Series 2024

Managing the Federal Workplace in 2024: Dos and Don'ts for Supervisors 1-2 pm eastern

April 9: Handling AWOL and Failure to Follow Leave Procedures

May 7: How to Use a PIP in 2024

June 4: Coaching for Individuals and Teams - Tips for Supervisors

July 16: Providing Effective Reasonable Accommodations in 2024

August 6: The Union Doesn't Get to Attend Every Meeting

Early Bird Tuition (register by March 8)

One Webinar: \$145 Two Webinars: \$275 Three Webinars: \$395 Four Webinars: \$525 All Access: \$655

Standard Tuition (register March 9-August 6)

One Webinar: \$195 Two Webinars: \$315 Three Webinars: \$430 Four Webinars: \$550 All Access: \$695

Rates per registrant and may not be used for groups under any circumstances. No split registrations.

Join as a live training and view through the internet on Zoom if permitted by agency firewall/security settings. **FELTG does not guarantee this access is available.** Registrant will be provided access to a copy of the materials and dial-in directions. All registrants will receive validation of enrollment from FELTG, and separate confirmation notice from Zoom with a unique link. Access emails can not be shared or forwarded. Retransmission by any means is not permitted. **Registrant will receive a final log-in/dial-in directions reminder email 24 hours before the session and will not accept sub requests after this email goes out. Check SPAM folders and firewall settings to be sure you do not miss this access information.**

Pay Now (Card will be charged when registration is processed.)

Pay Later (Credit card payments will be processed about one week prior to the training start date if Pay Now is not selected.)

Purchase document invoices will be submitted on last date of training with net 30 days terms.)

Payment information must be submitted for registration to be accepted.

Attendee Name:

Title:

Agency:

Phone:

Agency Billing Address including City / State /ZIP:

Email:

Credit Card Info

Card Number:

Cardholder name:

Ex. Date:

CVV:

Cardholder email:

Cardholder phone:

Credit card tuition charged approximately seven days prior to the first webinar of the series. Any registrations submitted after February 28 will be processed within seven days of receipt. **Early payment is available upon request and waives cancel policies.** Cancellations: There are no cancellations through Zoom. You may cancel up to **March 8, 2024** only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after March 8, 2024.** FELTG reserves the right to modify or cancel programs with reasonable notice. If you do not receive an email validation from FELTG within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to availability. FELTG can not verify remote participation.