



Federal Employment Law Training Group, LLC

FELTG Virtual Training Institute Registration Form

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

Conducting Effective Harassment Investigations

October 6 - 8, 2020 (eastern time)

Tuesday, October 6: Session 1 – 12:30 - 4:00 (break 2:00-2:30)	Wednesday, October 7: Session 2 – 12:30 - 4:00 (break 2:00-2:30)	Thursday, October 8: Session 3 – 12:30 - 4:00 (break 2:00-2:30)
Investigating Harassment: Misconduct Principles	Understanding Harassment and Planning the Investigation	Conducting the Investigation and Writing the Report

Early Bird Tuition (register by Sept 25): **One Day = \$325 Two Days = \$600 Three Days = \$850**
Standard Tuition (register Sept 26-Oct 8): **One Day = \$375 Two Days = \$650 Three Days = \$900**
 Rates per registrant.

Join as a live session and view through the internet *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 Webex or 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 first 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** (Credit card payments will be processed approximately one week prior to the training start date if Pay Now is not selected.)
- Pay Later** (Purchase document invoices will be submitted on last date of training with net 30 days terms.)

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

Credit card tuition charged approximately 7 days prior to the first session. Early payment is available upon request and waives cancel policies. Cancellations: There are no cancellations through Webex or Zoom. You may cancel up to **September 25, 2020** only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after September 25, 2020.** 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.