



# 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)

### Workplace Investigations Week

November 16-20, 2020 - 9:30 am - 4:00 pm (eastern time)  
(Break 12:00-1:00)

**Monday, November 16: Administrative Investigations, The Substantive Basis**

**Tuesday, November 17: Harassment Investigations**

**Wednesday, November 18: Conducting the Investigation, Part I**

**Thursday, November 19: Conducting the Investigation, Part II**

**Friday, November 20: Writing the Investigative Report**

**Early Bird Tuition** (register by Nov. 2): One Day = \$540 Two Days = \$980 Three Days = \$1385 Four Days = \$1995 Five Days = \$2190

**Standard Tuition** (register Nov. 3 - 20): One Day = \$640 Two Days = \$1080 Three Days = \$1485 Four Days = \$1895 Five Days = \$2290

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

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 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. FELTG will not accept sub requests after this time. 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 2-3 weeks 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.)

**Payment information must be submitted for registration to be accepted.**

Attendee Name:

Title:

Agency:

Phone:

Participant Address City/ State/ ZIP:

Agency Billing Address City/ State/ ZIP:

Email:

Credit Card Info

Card Number:

Cardholder name:

Ex. Date:

CVV:

Cardholder email:

Cardholder phone:

Credit card tuition charged approximately 2-3 weeks prior to the training start date. Early payment is available and waives cancel policies. Cancellations: There are no cancellations through Webex. You may cancel up to **October 17, 2020** only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after October 17, 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.