



# Federal Employment Law Training Group, LLC

## FELTG OPEN ENROLLMENT REGISTRATION FORM

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

### FELTG Webinar Series 2020

## Legal Writing in Federal Sector Employment Law

<b>January 16:</b> Legal Writing for the MSPB, EEOC and FLRA: Nuts and Bolts	<b>February 6:</b> The <i>Douglas</i> Factor Analysis and Writing the Decision
<b>January 23:</b> Writing Performance Demonstration Period Plans that Work	<b>February 13:</b> Writing Effective Motions for Summary Judgment
<b>January 30:</b> Framing Charges and Drafting Proposed Discipline	<b>February 20:</b> Drafting a Legally Sufficient Report of Investigation

**Early Bird Tuition: \$240 per site, per session** (payment required by January 13).

**Standard Tuition: \$270 per site per session** (for payments made January 14 or later).

Register for all six webinars by January 13 and pay only **\$1350!**

Register a teleworker for \$40 in addition to a main site registration (space available basis).

**Pay Now**

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

Join as a webinar 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 Zoom with a unique link. Access emails can not be shared or forwarded. Retransmission by any means to a site other than the registered site is not permitted. Registrant will receive a final log-in/dial-in directions **reminder email 24 hours before your webinar** and FELTG 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.**

Registrant (webinar link will be sent to this person):		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 webinar. Early payment is available upon request and **waives cancel policies**. Cancellations: There are no cancellations through Zoom. You may cancel up to **January 6, 2020** only by calling FELTG at 844.283.3584.

**No refunds or credits for no-shows or cancellations made after January 6, 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.