



Federal Employment Law Training Group, LLC

FELTG WEBINAR REGISTRATION FORM

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

FELTG Webinar Series – **Tools for Accountability** 1:00 - 2:30 pm eastern - 2022

April 7: Tools for Accountability, Part I: Effective Performance Plans

April 14: Tools for Accountability, Part II: Position Descriptions, Medical Requirements, and Other Must Haves

Early Bird Tuition (price per webinar, payment required by **March 28**): \$295

Standard Tuition (price per webinar, payment made **March 29** or later): \$325

Register for both webinars by March 28 and pay only \$570!

Rates per individual registrant, registrants must belong to the same physical office to add teleworkers. Separate registration required for different locations. Register additional teleworkers for \$50 per webinar per access line, per webinar (space available basis).

Total Price including teleworkers:

Pay Now (Credit card payments will be processed about 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.)

Payment information must be submitted for registration to be accepted.

Registrant and teleworker names and emails (webinar link will be sent to these people, additional space on page 2):

Agency:

Phone:

Registrant Work Address including City / State / ZIP:

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Credit Card Info

Card Number:

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Credit card tuition charged approximately seven days prior to the first webinar. Early payment is available upon request and **waives cancel policies**. Cancellations: There are no cancellations through Zoom or Webex. You may cancel up to **March 28, 2022** only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after March 28, 2022.** 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.



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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 or Webex 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.**