



2016 Webinar Training Registration Form for FAX or EMAIL

	Understanding the Family & Medical Leave Act SERIES - FELTG webinars, 1:00 – 2:30 p.m. eastern time
<input type="checkbox"/>	January 21: Family & Medical Leave Act, Part I
<input type="checkbox"/>	February 11: Family & Medical Leave Act, Part II
<input type="checkbox"/>	March 10: Family & Medical Leave Act, Part III
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

90 minute Webinar Tuition = \$270 per session. Register for all three by January 19 and pay only \$780.

Site payment provides access to dial-in directions to listen via speakerphone, which is the traditional audio conference method, OR join as a webinar and view through the internet *if permitted by agency firewall/security settings*. FELTG does not guarantee this access is available.

All registrants will receive validation of enrollment from FELTG, and *separate FELTG Webinars* confirmation notice one week prior to training, with a unique link -- **Please TEST it!** Access emails cannot be shared or forwarded. Retransmission by any means to a site other than the registered site is not permitted. **FELTG Webinars** will send an email providing **an activated link to training materials 24 hours prior** to your registered event, and will NOT accept transfer requests after this has been generated.

Site POC will receive final log-in/ dial-in directions **reminder email one hour before your Webinar.**

Check SPAM folders and firewall settings to be sure you do not miss this access information.

Site POC: Person to Access Training		
Title		Phone
Agency		
Address		
City/State/Zip		
Email		
Credit Card Info	Number	
Cardholder Name		Expiration Date/CVV
Cardholder Email		
Cardholder Phone		

Credit card will be charged tuition approximately a week prior to each Webinar, with receipts to the cardholder no later than the date of training.

Pre-payment is available upon request and waives cancel policies.

Cancellations: There are no cancellations through GoToTraining.

You may cancel up until 10 days prior to the seminar *only by calling FELTG, 844.283.3584.*

Cancellations after that time may reschedule for another FELTG webinar for a \$25 administrative fee. *No refunds.*

FELTG reserves the right to modify or cancel programs with reasonable notice.

IMPORTANT: 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.

Application for individual CLE is responsibility of the participants; tracking and verifying attendance is the responsibility of the *Registered Site POC.*

FELTG cannot verify remote participation.

Requests for CLE assistance only through site POC, to Hopkins@FELTG.com