



# Federal Employment Law Training Group, LLC

## FELTG OPEN ENROLLMENT REGISTRATION FORM FOR FAX (206-350-2890) OR EMAIL (info@FELTG.com)

### Workplace Investigations Week

November 4-8, 2019

International Student House - Ella Burling Hall - Washington, DC

Monday, November 4: **Administrative Investigations, The Substantive Basis**

Tuesday, November 5: **Harassment Investigations**

Wednesday, November 6: **Conducting the Investigation, Part I**

Thursday, November 7: **Conducting the Investigation, Part II**

Friday, November 8: **Writing the Investigative Report**

**Early Bird Tuition** (register by Oct. 21): 5 days=\$2170 4 days=\$1780 3 days=\$1370 2 days=\$970 1 day=\$530  
**Standard Tuition** (register Oct. 22- Nov. 8): 5 days=\$2270 4 days=\$1880 3 days=\$1470 2 days=\$1070 1 day=\$630

Rates per registrant and only within the same training week.

Method of Payment:  Credit card  Purchasing Document (attach SF-182 or equivalent.)  Check enclosed

**Pay Now**  **Pay Later** (Credit card payments will be processed 2-3 weeks prior to the training start date if **Pay Now** is not selected.)

Attendee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Credit Card Info Card Number: \_\_\_\_\_

Cardholder name: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder email: \_\_\_\_\_ Cardholder phone: \_\_\_\_\_

**Purchase document invoices** will be submitted on last date of training with net 30 days terms. **Cancellations:** None accepted after October 5, 2019. **NO CANCELLATIONS, REFUNDS OR TRANSFERS** will be accepted for pre-paid training, or after October 5, 2019. No-shows will not be given credit towards future programs. FELTG reserves the right to make agenda modifications, or cancel any session with reasonable notice. **IMPORTANT:** If you do not receive an email confirmation from FELTG within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability. **Registration must have a method of payment to be accepted for processing.** Travel arrangements are the responsibility of the attendee.