



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)

Advanced Employee Relations

May 9-11, 2023 (eastern time)

Tuesday, May 9: Session 1 – 9:30 - 4:30 (break 12:00 - 1:00)	Wednesday, May 10: Session 2 – 9:30 - 4:30 (break 12:00 - 1:00)	Thursday, May 11: Session 3 – 9:30 - 4:30 (break 12:00 - 1:00)
Leave and Attendance	Performance Management	Misconduct and Other Related Issues

Early Bird Tuition (register by April 24): **One Day = \$530 Two Days = \$995 Three Days = \$1425**

Standard Tuition (register April 25-May 11): **One Day = \$630 Two Days = \$1095 Three Days = \$1525**

Rates per registrant and may not be used 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 Zoom with a unique link. Access emails can not be shared or forwarded. Retransmission by any means is not permitted. Registrant will receive 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 (Card will be charged when registration is processed.)

Pay Later (Credit card payments will be processed about one week prior to the training start date if Pay Now is not selected. 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:	
Agency Billing Address including City/State/ZIP:			
Attendee Work Address including City/ State/ ZIP (the attendee's training materials will be shipped to this address):			
Email:			
Credit Card Info	Card Number:		
Cardholder name:	Ex. Date:	CVV:	
Cardholder email:	Cardholder phone:		

Credit card tuition charged approximately a week prior to the training start date. Early payment is available and waives cancel policies. Cancellations: There are no cancellations through Zoom. You may cancel up to **April 9, 2023** only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after April 9, 2023.** 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. FELTG can not guarantee on-time delivery of physical training materials by the start date of **May 9, 2023 for any registrations submitted after April 24, 2023.**