



# Federal Employment Law Training Group, LLC

## FELTG OPEN ENROLLMENT TRAINING REGISTRATION FORM FOR FAX, EMAIL OR USPS MAIL

<b>Employee Relations Week, July 10 - 14, 2017</b>		<b>International Student House, Washington, DC</b>	
	Monday, July 10 ( <b>Introduction to Employee Relations</b> )		
	Tuesday, July 11 ( <b>Leave Administration</b> )		
	Wednesday, July 12 ( <b>Performance Issues; Introduction to EEO</b> )		
	Thursday, July 13 ( <b>Discipline Issues</b> )		
	Friday, July 14 ( <b>Employee Relations Potpourri</b> )		
Tuition: 5 days = \$2070 (best deal)   4 days = \$1700   3 days = \$1310   2 days = \$930   1 day = \$510 Rates per registrant and only within same training week.			
Method of Payment:		Credit card	Purchasing Document (attach SF-182 or equivalent.)
		Check enclosed	
Attendee Name :		Title:	
Agency:		Phone:	
Address:			
City / State / ZIP:			
Email:			
Credit Card Info	Card Number:		
Cardholder name:		Ex. Date:	CVV:
Cardholder email:		Cardholder phone:	
<p><b>Credit card</b> will be charged tuition approximately 2 - 3 weeks prior to the seminar. <b>Purchase document</b> invoices will be submitted on last date of training with net 30 days terms. <b>Cancellations:</b> None accepted after June 9. <b>Rescheduling</b> requests to another FELTG seminar after this deadline subject to a \$100 administrative fee. FELTG reserves the right to make agenda modifications, or cancel any session with reasonable notice. <b>IMPORTANT:</b> 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. Travel arrangements are the responsibility of the attendee.</p>			