



Federal Employment Law Training Group, LLC

FELTG OPEN ENROLLMENT REGISTRATION FORM

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

Virtual Training Successful Hiring: Effective Techniques for Interviewing and Reference Checking

December 7, 2021 - 12:30 - 4:00 pm eastern (30 minute break 2:00-2:30)

Tuesday, December 7: **Successful Hiring: Effective Techniques for Interviewing and Reference Checking**

Early Bird Tuition (register by Nov. 22) = \$340 - **Standard Tuition** (register Nov. 23-Dec. 7) = \$380

Rates per individual and may not be used for groups under any circumstances. No split registrations.

Payment information must be submitted for registration to be accepted.

Join as a live training and view through the internet on Webex or Zoom *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 Webex or Zoom with a unique link. Access emails can not be shared or forwarded. Retransmission by any means is not permitted. **Registrant will receive a final log-in/dial-in directions reminder email 24 hours before the session and 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.**

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

Attendee Name:

Title:

Agency:

Phone:

Agency Billing Address:

City / State / ZIP:

Email:

Credit Card Info

Card Number:

Cardholder name:

Ex. Date:

CVV:

Cardholder email:

Cardholder phone:

Credit card tuition charged approximately seven days prior to the first session. Early payment is available upon request and waives cancel policies. Cancellations: There are no cancellations through Webex or Zoom. You may cancel up to **November 6, 2021** only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after November 6, 2021.** 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.