



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)

Calling All Counselors: Initial 32-Hour Plus EEO Refresher Training

January 29-February 1, 2024 - 9:00 am - 5:00 pm (eastern time) - Break (12:30-1:30 pm)

Monday, January 29:

EEO Counselor Training, Part I -- Introduction and Role of the Counselor

Tuesday, January 30:

EEO Counselor Training, Part II -- Theories of Discrimination

Wednesday, January 31:

EEO Counselor Training, Part III -- Interview Skills

Thursday, February 1:

EEO Counselor Training, Part IV -- Avoiding Mistakes; Writing the Report

Early Bird Tuition (register by January 10) One Day=\$675 Two Days=\$1200 Three Days=\$1675 Four Days=\$2095

Standard Tuition (register January 11-February 1) One Day=\$775 Two Days= \$1300 Three Days=\$1775 Four Days=\$2195

Rates per registrant 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 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 a 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.)

Attendee Name:

Title:

Agency:

Phone:

Agency Billing Address including City/State/ZIP:

Attendee Work Address including City/ State/ ZIP:

Email:

Credit Card Info

Card Number:

Cardholder name:

Ex. Date:

CVV:

Cardholder email:

Cardholder phone:

Credit card tuition charged approximately one 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 **December 23, 2023**, only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after December 23, 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.