



# 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)

### Conducting Effective Harassment Investigations

April 25-27, 2023 (eastern time)

<b>Tuesday, April 25:</b> <b>Session 1 – 1:00 - 4:30</b> (30-minute break midway)	<b>Wednesday, April 26:</b> <b>Session 2 – 1:00 - 4:30</b> (30-minute break midway)	<b>Thursday, April 27:</b> <b>Session 3 – 1:00 - 4:30</b> (30-minute break midway)
<b>Investigating Harassment:          Misconduct Principles</b>	<b>Understanding Harassment          and Planning the          Investigation</b>	<b>Conducting the          Investigation and          Writing the Report</b>

**Early Bird Tuition** (register by April 10): **One Day=\$395 Two Days=\$725 Three Days=\$995**

**Standard Tuition** (register April 11-27): **One Day=\$495 Two Days= \$825 Three Days=\$1095**

Rates per registrant. 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 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** (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:	
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 Zoom. You may cancel up to March 26, 2023 only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after March 26, 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.