

REGISTRATION FORM

PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS SPRING 2009

Name _____

Employer _____ Title _____

Home Address _____ City _____ State _____ Zip _____

Work Address _____ City _____ State _____ Zip _____

E-mail (required) _____ Birthdate for user name assignment (required) _____

Preferred Phone Number (required) _____ Fax Number _____

How did you hear about us: E-mail Internet Search Professional Organization/Association
 Print Ad Word of Mouth Other
 Direct Mail Employer

Cancellation Policy A:

Up to 7-calendar days prior to start of class a 50% refund. Less than 7-calendar days prior to start of class no refund. Substitution of alternate participants may be permitted for selected programs with notification. NIU reserves the right to cancel classes and issue refunds if minimum registrations are not received by the due date. All cancellation requests must be in writing to: outreachregistration@niu.edu or fax 815.753.6900.

Cancellation Policy B:

Up to 14-calendar days prior to start of class a 50% refund. Less than 14-calendar days prior to start of class no refund. No refunds will be issued once materials are distributed to students. NIU reserves the right to cancel classes and issue refunds if minimum registrations are not received by the due date. All cancellation requests must be in writing to: outreachregistration@niu.edu or fax 815.753.6900.

HUMAN RESOURCES

DATES	DAYS	CAMPUS	EVENT #	TIMES	DURATION	REGULAR PRICE	SHRM/NIU ALUMNI PRICE	CANCELLATION POLICY
Essentials of HR Management								
<input type="checkbox"/> 04/02/2009 - 04/03/2009	Thurs.-Fri.	NIU Hoffman Estates	9325	8:30 am - 4:30 pm	2 days	\$595	\$545	A
Professional HR Management Certification Prep Program								
<input type="checkbox"/> 02/09/2009 - 05/11/2009	Mondays	NIU Rockford	9088	6 - 9 pm	13 weeks	\$1150	\$1050	A
Professional HR Management Certification Prep Program								
<input type="checkbox"/> 02/10/2009 - 05/12/2009	Tuesdays	Glenview	9339	6 - 9 pm	13 weeks	\$1150	\$1050	A
Professional HR Management Certification Prep Program								
<input type="checkbox"/> 02/11/2009 - 05/13/2009	Wednesdays	NIU Hoffman Estates	9340	6 - 9 pm	13 weeks	\$1150	\$1050	A
Professional HR Management Certification Prep Program								
<input type="checkbox"/> 02/12/2009 - 05/14/2009	Thursdays	NIU Naperville	9336	6 - 9 pm	13 weeks	\$1150	\$1050	A
Professional HR Management Certification Prep Program								
<input type="checkbox"/> 02/17/2009 - 05/19/2009	Tuesdays	Joliet Junior College	9337	6 - 9 pm	13 weeks	\$1150	\$1050	A
Professional HR Management Certification Prep Program								
<input type="checkbox"/> 03/21/2009 - 05/02/2009	Saturdays	NIU Hoffman Estates	9338	8:30 am - 4:00 pm	6 weeks	\$1150	\$1050	B
HR in the Federal Sector								
<input type="checkbox"/> 06/02/2009 - 06/03/2009	Tues.-Wed.	Chicago Univ. Center	9356	8:00 am - 4:30 pm	2 days	\$950	\$750	B
GPHR Certification Prep Program								
<input type="checkbox"/> 03/21/2009 - 04/25/2009	Saturdays	NIU Hoffman Estates	9084	8:30 am - 3:30 pm	5 weeks	\$1095	\$995	B
HR Strategies & Solutions: Strategic Leadership for HR Professionals								
<input type="checkbox"/> 03/06/2009	Friday	NIU Naperville	9510	8:30 am - 4:30 pm	1 day	\$350	\$325	B
HR Strategies & Solutions: Strategy and Finance for HR Professionals								
<input type="checkbox"/> 06/05/2009	Friday	NIU Hoffman Estates	10170	8:30 am - 4:30 pm	1 day	\$350	\$325	B
HR Strategies & Solutions: IT Management Strategy for HR Professionals								
<input type="checkbox"/> 05/01/2009	Friday	NIU Naperville	10123	8:30 am - 4:30 pm	1 day	\$350	\$325	B
HR Strategies & Solutions: How to Talk So People Will Listen...								
<input type="checkbox"/> 04/03/2009	Friday	NIU Hoffman Estates	10171	9:00 am - 4:30 pm	1 day	\$350	\$325	B

PAYMENT METHOD - Payment must be received at time of registration

Check (payable to NIU) Visa Mastercard Discover American Express

Account number _____ Expiration Date _____

Name as it appears on card _____

Signature _____

FEIN number (required if requesting invoice) _____