

# REGISTRATION FORM

## PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS

**Cancellation Policy:**

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.

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

**HUMAN RESOURCES**

**EARLY BIRD**

**STANDARD**

DATES	DAYS	CAMPUS	EVENT #	TIMES	DURATION	REGULAR PRICE	SHRM/ALUMNI PRICE	Price after	Regular	SHRM/Alumni
<b>Professional HR Management Certification Prep Program</b>										
<input type="checkbox"/> 02/22/2010 - 05/17/2010	Online	Online	10740	6:30 pm - 8 pm	13 weeks	\$1300	\$1200	02/08	\$1375	\$1275
<b>Professional HR Management Certification Prep Program</b>										
<input type="checkbox"/> 02/08/2010 - 05/10/2010	Mondays	NIU Rockford	10738	6 - 9 pm	13 weeks	\$1150	\$1050	01/25	\$1225	\$1125
<b>Professional HR Management Certification Prep Program</b>										
<input type="checkbox"/> 02/09/2010 - 05/04/2010	Tuesdays	Glenview	10743	6 - 9 pm	13 weeks	\$1150	\$1050	01/26	\$1225	\$1125
<b>Professional HR Management Certification Prep Program</b>										
<input type="checkbox"/> 02/10/2010 - 05/05/2010	Wednesdays	NIU Hoffman Estates	10741	6 - 9 pm	13 weeks	\$1150	\$1050	01/27	\$1225	\$1125
<b>Professional HR Management Certification Prep Program</b>										
<input type="checkbox"/> 02/11/2010 - 05/06/2010	Thursdays	NIU Naperville	10739	6 - 9 pm	13 weeks	\$1150	\$1050	01/28	\$1225	\$1125
<b>Professional HR Management Certification Prep Program- Fast Track</b>										
<input type="checkbox"/> 03/13/2010 - 04/24/2010	Saturdays	NIU Hoffman Estates	10742	8:30 am - 4:00 pm	6 weeks	\$1150	\$1050	02/27	\$1225	\$1125
<b>Professional HR Management Certification Prep Program- Fast Track</b>										
<input type="checkbox"/> 03/16/2010 - 04/22/2010	Tues. & Thurs	NIU Alumni Cnt-Chicago	10724	5:30 pm - 8:30 pm	6 weeks	\$1150	\$1050	03/02	\$1225	\$1125
<b>SHRM's Essentials of Human Resource Management</b>										
<input type="checkbox"/> 03/25/2010 - 03/26/2010	Thurs. & Fri.	NIU Hoffman Estates	10730	8:30 am - 4:30 pm	2 days	\$595	\$545	03/11	\$670	\$620
<b>HR Strategies &amp; Solutions: Keys to Creating an Effective Strategic HR Plan</b>										
<input type="checkbox"/> 05/14/2010	Friday	NIU Hoffman Estates	10716	8:30 am - 4:30 pm	1 day	\$375	\$350	04/30	\$425	\$400
<b>HR Strategies &amp; Solutions: Keys to Creating an Effective Strategic HR Plan</b>										
<input type="checkbox"/> 6/11/2010	Friday	NIU Naperville	10717	8:30 am - 4:30 pm	1 day	\$375	\$350	05/28	\$425	\$400
<b>HR: A Strategic Partner in Sustainability Planning &amp; Implementation</b>										
<input type="checkbox"/> 04/21/2010	Wednesday	NIU Naperville	10715	5:30 reception 6:30 - 8:30 pm	1 day	\$89	\$79	04/07	\$109	\$99

**PAYMENT METHOD - Payment must be received at time of registration**

Check (payable to NIU)  Visa  Mastercard  Discover  American Express

\*Additional \$15 shipping fee applies for registrants in Online and Fast Track Professional HR Management courses, as well as those in the traditional 13-week course who require shipment of materials due to special circumstances .

Account number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

FEIN number (required if requesting invoice) \_\_\_\_\_

NIU Alumni year graduated or applicable membership # \_\_\_\_\_