The Center for Human Resources and Training
Winter/Spring 2015 Certificate Programs and Courses

Continuing and Professional Education

Registration Form

Name ___________________________ Date of Birth ___________________________

Home Address ___________________________ City ___________________________ State ___________________________ Zip ___________________________

Home Phone ___________________________ Home Email ___________________________

Employer ___________________________ Title ___________________________

Business Address ___________________________ City ___________________________ State ___________________________ Zip ___________________________

Business Phone ___________________________ Business Email ___________________________ Fax ___________________________

Preferred mailing address: ☐ Home ☐ Business

Preferred email address: ☐ Home ☐ Business

How did you hear about us: ☐ Email ☐ Print Ad ☐ Direct Mail
☐ Internet Search ☐ Word of Mouth ☐ Employer
☐ CPE Event ☐ Professional Organization/Association
☐ Other ___________________________________

HUMAN RESOURCES AND TRAINING CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Campus</th>
<th>Times</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional in Human Resources Certificate Program</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>☐ 03/03/15–05/19/15</td>
<td>Tuesdays</td>
<td>O’Hare</td>
<td>6:00pm–9:00pm</td>
<td>12 weeks</td>
<td>$1,125</td>
</tr>
<tr>
<td>☐ 03/04/15–05/20/15</td>
<td>Wednesdays</td>
<td>Loop</td>
<td>6:00pm–9:00pm</td>
<td>12 weeks</td>
<td>$1,125</td>
</tr>
<tr>
<td>☐ 03/04/15–05/20/15</td>
<td>Wednesdays</td>
<td>Naperville</td>
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<tr>
<td>☐ 03/05/15–05/21/15</td>
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<td>Lincoln Park</td>
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<td>$1,125</td>
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<tr>
<td>☐ 03/05/15–05/21/15</td>
<td>Thursdays</td>
<td>Oak Forest</td>
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<td>$1,125</td>
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<tr>
<td>☐ 03/09/15–05/25/15</td>
<td></td>
<td>Online</td>
<td>24 hour access</td>
<td>12 weeks</td>
<td>$1,300</td>
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<tr>
<td>☐ 04/27/15–07/13/15</td>
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<td>Online</td>
<td>24 hour access</td>
<td>12 weeks</td>
<td>$1,300</td>
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| Essentials of Human Resource Management Certificate Program |
| ☐ 02/26/15–02/27/15 | Thursday/Friday | Loop    | 9:00am–4:30pm   | 2 days   | $600  |
| ☐ 04/13/15–04/14/15 | Monday/Tuesday  | O’Hare  | 9:00am–4:30pm   | 2 days   | $600  |
| ☐ 06/04/15–06/05/15 | Thursday/Friday | Loop    | 9:00am–4:30pm   | 2 days   | $600  |

All registrations are due seven calendar days before the course start date. Any registration submitted after that deadline will be charged a mandatory $75.00 late registration fee.

You will receive confirmation of your registration by email. If you need confirmation or a receipt mailed to you, contact our office at (312) 362-6300 or cperegistration@depaul.edu. Written notification of cancellation is required seven calendar days before the course start date to receive a full refund (minus a $75.00 cancellation fee).

DePaul’s complete registration and student policies can be found on our website at cpe.depaul.edu. We reserve the right to substitute instructors, change the day and location that programs meet, and cancel programs due to insufficient enrollment or unforeseen events.
## APA PayTrain College & University® Program

<table>
<thead>
<tr>
<th>Dates</th>
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<th>Campus</th>
<th>Times</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/13/15–06/24/15</td>
<td>Wednesdays</td>
<td>Loop</td>
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<td>05/18/15–06/29/15</td>
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<td>02/25/15–04/08/15</td>
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<tr>
<td>03/02/15–04/13/15</td>
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<td>24 hour access</td>
<td>7 weeks</td>
<td>$900</td>
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## Organizational Development Certificate Program

<table>
<thead>
<tr>
<th>Dates</th>
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<th>Campus</th>
<th>Times</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/15–02/03/15</td>
<td>Monday/Tuesday</td>
<td>Loop</td>
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<tr>
<td>02/04/15–02/05/15</td>
<td>Wednesday/Thursday</td>
<td>Loop</td>
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</tr>
<tr>
<td>03/17/15–03/19/15</td>
<td>Tuesday-Thursday</td>
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<td>06/09/15–06/11/15</td>
<td>Tuesday-Thursday</td>
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<td>9:00am - 5:00pm</td>
<td>3 days</td>
<td>$2,595</td>
</tr>
</tbody>
</table>

## Payment Options

(Payment must be received at the time of registration.)

- Check (payable to DePaul University CPE)
- Visa
- MasterCard
- Discover
- American Express

### Payment Information

- Account Number
- Expiration Date
- Security Code
- Name as it appears on the card
- Signature

*Payment may be made by check, VISA, Master Card, Discover, American Express or money order. Cash will not be accepted. Payment must be received at the time of registration. Checks should be made payable to DePaul University CPE and reference the student’s name. University policy requires a $25.00 Non-Sufficient Funds (NSF) fee to be charged for all returned checks.*

### Campus Locations

**Lincoln Park Campus**
Sheffield/Fullerton
Chicago, IL 60614
(312) 362-6300

**Loop Campus**
1 East Jackson Blvd.
Chicago, IL 60604
(312) 362-6300

**Naperville Campus**
150 Warrenville Rd.
Naperville, IL 60563
(630) 548-9378

**O’Hare Campus**
Triangle Plaza
8770 West Bryn Mawr Ave.
Chicago, IL 60631
(312) 476-3600

**Oak Forest Campus**
16333 South Kilbourn Ave.
Oak Forest, IL 60452
(708) 633-9091

### For More Information:

For questions regarding The Center for Human Resources and Training Certificate Programs, contact:
Janie Rollinson, PHR®
Program Manager
(312) 362-5792
jrollin1@depaul.edu

For information about these and other DePaul CPE courses, visit our website at cpe.depaul.edu