**CONTINUING AND PROFESSIONAL EDUCATION**

**REGISTRATION FORM**

THE CENTER FOR HUMAN RESOURCES AND TRAINING

WINTER/SPRING 2019 CERTIFICATE PROGRAMS AND COURSES

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>Home Address</th>
<th>City</th>
<th>State</th>
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<thead>
<tr>
<th>Home Phone</th>
<th>Home Email</th>
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<table>
<thead>
<tr>
<th>Employer</th>
<th>Title</th>
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<table>
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<th>Business Address</th>
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<th>Business Phone</th>
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<th>Fax</th>
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- Preferred mailing address:  
  - Home  
  - Business
- Preferred email address:  
  - Home  
  - Business
- How did you hear about us:  
  - Email  
  - Advertisement  
  - Mailing  
  - Internet Search  
  - Word of Mouth  
  - Employer  
  - Professional Organization/Association  
  - Social Media  
  - Other

**WAYS TO REGISTER**

- Online: cpe.depaul.edu/hr
- Mail in: DePaul University, CPE 1 East Jackson Boulevard Chicago, Illinois 60604-2287
- Walk in: 14 East Jackson Blvd., Suite 1010
- Fax registration form to: (312) 362-8764
- Call: (312) 362-6300

<p>| HUMAN RESOURCES AND TRAINING CERTIFICATE PROGRAMS |
|-------------------------------------------------|-------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th><strong>Dates</strong></th>
<th><strong>Days</strong></th>
<th><strong>Campus</strong></th>
<th><strong>Times</strong></th>
<th><strong>Duration</strong></th>
<th><strong>Cost</strong></th>
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</table>
| **Foundations in Human Resources Certificate Program**  
  ☑ 01/22/2019 - 03/12/2019  
  Tuesdays  
  Loop  
  6:00–9:00pm  
  8 weeks  
  $900 | | | | | |
| **Human Resources Competencies Certificate: SHRM-CP and SCP Exam Preparation**  
  ☑ 03/11/2019 - 06/02/2019  
  -  
  Online  
  24-hour access  
  12 weeks  
  $1,300 | | | | | |
| **Professional in Human Resources Certificate Program**  
  ☑ 02/04/2019 - 05/05/2019  
  -  
  Online  
  24-hour access  
  13 weeks  
  $1,300 | | | | | |
|  ☐ 02/13/2019 - 05/08/2019  
  Wednesdays  
  Loop  
  6:00–9:00pm  
  13 weeks  
  $1,125 | | | | | |
|  ☑ 02/26/2019 - 05/21/2019  
  Tuesdays  
  Lincoln Park  
  6:00–9:00pm  
  13 weeks  
  $1,125 | | | | | |
| ☑ 04/06/2019 - 06/01/2019*  
  Saturdays  
  Lincoln Park  
  9:00am-2:00pm  
  8 weeks  
  $1,125 | | | | | |

*Holiday. No class on 4/20.

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 cpergistration@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.
PAYMENT OPTIONS *(Payment must be received at the time of registration.)*

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

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration Date</th>
<th>Security Code</th>
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<th>Name as it appears on the card</th>
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<tr>
<th>Credit Card Billing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone number associated with card</th>
</tr>
</thead>
</table>

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

**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

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**APA PAYTRAIN COLLEGE & UNIVERSITY® PROGRAM**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Campus</th>
<th>Times</th>
<th>Duration</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>02/20/2019 - 05/08/19</td>
<td>Wednesdays</td>
<td>Loop</td>
<td>5:45-9:00pm</td>
<td>9 weeks</td>
<td>$875</td>
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*Holiday. No class on 4/20.*