CONTINUING AND PROFESSIONAL EDUCATION
REGISTRATION FORM
THE CENTER FOR HUMAN RESOURCES AND TRAINING
SUMMER/FALL 2019 CERTIFICATE PROGRAMS AND COURSES

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  □ Advertisement  □ Mailing
                         □ Internet Search  □ Word of Mouth  □ Employer
                         □ Event  □ Professional Organization/Association
                         □ Social Media  □ 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>Foundations in Human Resources Certificate Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 07/01/2019 - 08/25/2019</td>
<td>-</td>
<td>Online</td>
<td>24-hour access</td>
<td>8 weeks</td>
<td>$900</td>
</tr>
<tr>
<td>☐ 08/06/2019 - 09/24/2019</td>
<td>Tuesdays</td>
<td>Loop</td>
<td>6:00–9:00pm</td>
<td>8 weeks</td>
<td>$900</td>
</tr>
<tr>
<td>Professional in Human Resources Certificate Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 07/29/2019 - 10/27/2019</td>
<td>-</td>
<td>Online</td>
<td>24-hour access</td>
<td>13 weeks</td>
<td>$1,300</td>
</tr>
<tr>
<td>☐ 08/07/2019 - 10/30/2019</td>
<td>Wednesdays</td>
<td>Loop</td>
<td>6:00–9:00pm</td>
<td>13 weeks</td>
<td>$1,125</td>
</tr>
<tr>
<td>☐ 09/10/2019 - 12/10/2019*</td>
<td>Tuesdays</td>
<td>Lincoln Park</td>
<td>6:00–9:00pm</td>
<td>13 weeks</td>
<td>$1,125</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>PayTrain ® Level 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 06/05/2019 - 08/07/19</td>
<td>Wednesdays</td>
<td>Loop</td>
<td>5:45–9:00pm</td>
<td>10 weeks</td>
<td>$900</td>
</tr>
</tbody>
</table>

*Holiday. No class the week of Thanksgiving.

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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Name as it appears on the card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment may be made by check, VISA, MasterCard, 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