# CONTINUING AND PROFESSIONAL EDUCATION

## REGISTRATION FORM

THE CENTER FOR HUMAN RESOURCES AND TRAINING
FALL 2018 CERTIFICATE PROGRAMS AND COURSES

### 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

### 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><strong>Foundations in Human Resources Certificate Program</strong></td>
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<tr>
<td>08/06/2018 – 09/30/2018</td>
<td></td>
<td>Online</td>
<td>24-hour access</td>
<td>8 weeks</td>
<td>$900</td>
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<tr>
<td>08/28/2018 - 10/16/2018</td>
<td>Tuesdays</td>
<td>Loop</td>
<td>6:00–9:00pm</td>
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<td>$900</td>
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<tr>
<td><strong>Human Resources Competencies Certificate: SHRM-CP and SCP Exam Preparation</strong></td>
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<tr>
<td>09/24/2018 – 12/16/2018</td>
<td></td>
<td>Online</td>
<td>24-hour access</td>
<td>12 weeks</td>
<td>$1,300</td>
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<td><strong>Professional in Human Resources Certificate Program</strong></td>
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<td>09/12/2018 - 12/12/2018*</td>
<td>Wednesdays</td>
<td>Loop</td>
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<td>13 weeks</td>
<td>$1,125</td>
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<td>09/17/2018 - 12/16/2018</td>
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<td>Online</td>
<td>24-hour access</td>
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<td>$1,300</td>
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<tr>
<td>09/18/2018 - 12/18/2018*</td>
<td>Thursdays</td>
<td>Lincoln Park</td>
<td>6:00–9:00pm</td>
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<td>10/06/2018 - 12/01/2018*</td>
<td>Saturdays</td>
<td>Lincoln Park</td>
<td>9:00am-2:00pm</td>
<td>8 weeks</td>
<td>$1,125</td>
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</table>

*Holiday. No classes 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.

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CPE.DEPaul.EDu/hr
PAYMENT OPTIONS (Payment must be received at the time of registration.)

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

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<tr>
<th>Account Number</th>
<th>Expiration Date</th>
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<td>Name as it appears on the card</td>
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<td>Credit Card Billing Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Signature</td>
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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

*Holiday. No classes the week of Thanksgiving.