# CONTINUING AND PROFESSIONAL EDUCATION
## REGISTRATION FORM

**THE CENTER FOR HUMAN RESOURCES AND TRAINING**  
**WINTER 2024 CERTIFICATE PROGRAMS AND COURSES**

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

### WAYS TO REGISTER

**Online:**  
cpe.depaul.edu/phr  

**Mail in:**  
DePaul University, CPE  
1 East Jackson Boulevard  
Chicago, Illinois 60604-2287  

**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>
</table>
| Professional in Human Resources Certificate Program  
02/19/2024 - 05/19/2024 | - | Online | 24-hour access | 13 weeks | $1,375 |
| 03/20/2024 - 06/12/2024 | Wednesdays | Lincoln Park | 6 - 9 p.m. | 13 weeks | $1,200 |
| Foundations in Human Resources Certificate Program  
04/01/2024 - 05/26/2024 | - | Online | 24-hour access | 8 weeks | $900 |
| Human Resources Competencies Certificate: SHRM-CP and SCP Exam Preparation  
04/15/2024 - 07/07/2024 | - | Online | 24-hour access | 13 weeks | $1,375 |

---

All registrations are due seven calendar days before the course start date. Any registration submitted after that deadline will be charged a mandatory $75 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 cpregistration@depaul.edu. Written notification of cancellation is required seven calendar days before the course start date to receive a full refund (minus a $75 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.

---

CPE.DEPaul.EDU/HR
PAYMENT OPTIONS

If you are submitting this registration form by mail, you may include a check for payment. Please note, it may take 3-4 weeks to process payment by check and officially register you for your selected course or program. If you plan to register online at cpe.depaul.edu, you will need to create an account to complete both registration and payment. Online payments can be made with credit or debit card only. A university-wide transaction fee of $.30 + 2.3% of the total payment amount is added when paying with credit or debit card online.

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 SCPS and reference the student's name. University policy requires a $25.00 Non-Sufficient Funds (NSF) fee to be charged for all returned checks.

PAYMENT DEFERRAL

Completed payment deferral forms must accompany registrations. To request forms, please contact our office at (312) 362-6300 or cperегистation@depaul.edu.

CAMPUS LOCATION
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