CONTINUING AND PROFESSIONAL EDUCATION
REGISTRATION FORM

THE CENTER FOR HUMAN RESOURCES AND TRAINING
SPRING/SUMMER 2023 CERTIFICATE PROGRAMS AND COURSES

Name
Home Address
City
State
Zip
Home Phone
Employer
Business Address
City
State
Zip
Business Phone
Preferred mailing address:
Preferred email address:
How did you hear about us:

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>06/19/23 - 08/13/23</td>
<td>-</td>
<td>Online</td>
<td>24-hour access</td>
<td>8 weeks</td>
<td>$900</td>
</tr>
</tbody>
</table>

Professional in Human Resources Certificate 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>03/15/23 - 06/07/23</td>
<td>Wednesdays</td>
<td>Loop</td>
<td>6 - 9 p.m.</td>
<td>13 weeks</td>
<td>$1,200</td>
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<tr>
<td>05/01/23 - 07/30/23</td>
<td>-</td>
<td>Online</td>
<td>24-hour access</td>
<td>13 weeks</td>
<td>$1,375</td>
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Human Resources Competencies Certificate: SHRM-CP and SCP Exam Preparation

<table>
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<th>Dates</th>
<th>Days</th>
<th>Campus</th>
<th>Times</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/10/23 - 06/30/23</td>
<td>-</td>
<td>Online</td>
<td>24-hours</td>
<td>12 weeks</td>
<td>$1,375</td>
</tr>
</tbody>
</table>

AMERICAN PAYROLL ASSOCIATION PAYTRAIN 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>
| PayTrain Fundamentals
| 04/19/23 - 06/14/23 | Wednesdays | Online | 6 - 9 p.m.     | 9 weeks  | $875  |
| PayTrain
| 07/12/23 - 09/27/23 | Wednesdays | Online | 6 - 9 p.m.     | 12 weeks | $875  |

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) 362-4300 or cpe-registration@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.

WAYS TO REGISTER

Online: cpe.depaul.edu
Mail in: DePaul University, CPE 1 East Jackson Boulevard Chicago, Illinois 60604-2287
Call: (312) 362-6300

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 $3.00 + 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 SCPH 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 cperegistration@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®
(312) 362-5792
jrollin1@depaul.edu