

CONTINUING AND PROFESSIONAL EDUCATION REGISTRATION FORM

DePaul University

THE CENTER FOR HUMAN RESOURCES AND TRAINING FALL 2021 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:	<input type="checkbox"/> Home	<input type="checkbox"/> Business	
Preferred email address:	<input type="checkbox"/> Home	<input type="checkbox"/> Business	
How did you hear about us:	<input type="checkbox"/> Email	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Mailing
	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Employer
	<input type="checkbox"/> Event	<input type="checkbox"/> Professional Organization/Association	
	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____	

WAYS TO REGISTER

Online:

cpe.depaul.edu/fpec

Mail in:

DePaul University, CPE
1 East Jackson Boulevard
Chicago, Illinois 60604-2287

Call:

(312) 362-6300

HUMAN RESOURCES AND TRAINING CERTIFICATE PROGRAMS

Dates	Days	Campus	Times	Duration	Cost
Foundations in Human Resources Certificate Program					
<input type="checkbox"/> 10/12/2021 - 12/07/2021*	Tuesdays	Online	6-9 p.m.	8 weeks	\$900
Human Resources Competencies Certificate: SHRM-CP and SCP Exam Preparation					
<input type="checkbox"/> 10/25/2021-01/30/2022*	-	Online	24-hour access	12 weeks	\$1,300
Professional in Human Resources Certificate Program					
<input type="checkbox"/> 09/15/2021 - 12/15/2021†	Wednesdays	Online	6-9 p.m.	13 weeks	\$1,125

*Holiday. No class from December 20, 2021-January 2, 2022.

†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

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 cperegistration@depaul.edu.

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