CONTINUING AND PROFESSIONAL EDUCATION
REGISTRATION FORM

THE CENTER FOR HUMAN RESOURCES AND TRAINING
WINTER 2022 CERTIFICATE PROGRAMS AND COURSES

Name                     Date of Birth
Hom e 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

THE CENTER FOR HUMAN RESOURCES AND TRAINING
WINTER 2022 CERTIFICATE PROGRAMS AND COURSES

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>04/25/2022 - 06/19/2022</td>
<td>Online 24-hour access</td>
<td>8 weeks</td>
<td>$900</td>
<td></td>
</tr>
<tr>
<td>Human Resources Competencies Certificate: SHRM-CP and SCP Exam Preparation</td>
<td>04/04/2022 - 06/26/2022</td>
<td>Online 24-hour access</td>
<td>12 weeks</td>
<td>$1,300</td>
<td></td>
</tr>
<tr>
<td>Professional in Human Resources Certificate Program</td>
<td>02/28/2022 - 05/29/2022</td>
<td>Online 24-hour access</td>
<td>13 weeks</td>
<td>$1,300</td>
<td></td>
</tr>
</tbody>
</table>

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

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.

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 cpregistration@depaul.edu. Written notification of cancellation is required seven calendar days before the course start date to receive a full refund (minus a $75.00 cancellation fee).
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.