IPMA-HR
INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION for HUMAN RESOURCES

Online Learning
**HR Certificate Program**
April – August 2012 Registration Form

## PARTICIPANT INFORMATION Please type or print information.

**First Name** | **Last Name** | **Designation** (e.g., IPMA-CP)

**Title** | **Agency/Organization**

**Mailing Address**

**City** | **State** | **ZIP/Postal Code** | **Country**

**Phone** | **FAX**

**E-mail Address** | **IPMA-HR Member #** (required for IPMA-HR Members)

## ONLINE COURSE SELECTION & FEES Please check the appropriate courses and fee category.

❑ **Full Certificate Program** (includes all modules and exam)

- ❑ Module 1 – **Public Sector HR Basics**
  April 9 – April 23, 2012
- ❑ Module 2 - **Recruitment**
  April 23 – May 7, 2012
- ❑ Module 3 – **Selection**
  May 7 – May 28, 2012
- ❑ Module 4 – **Classification/Compensation**
  May 28 – June 11, 2012
- ❑ Module 5 – **Benefits**
  June 11 – June 25, 2012
- ❑ Module 6 **– Labor and Employee Relations**
  June 25 – July 9, 2012
- ❑ Module 7 – **Equal Employment Opportunity & Diversity**
  July 9 – July 30, 2012
- ❑ Module 8 – **Organizational Development**
  July 30 – August 13, 2012

**Full Certificate Program** (If registered before February 29)

- ❑ $850 IPMA-HR Member Rate
- ❑ $1199 Non-Member Rate

**Full Certificate Program** (If registered after February 29)

- ❑ $950 IPMA-HR Member Rate
- ❑ $1299 Non-Member Rate

**Individual Modules** (fee is per module)

- ❑ $150 IPMA-HR Member Rate ($75 for Module 1)
- ❑ $200 Non-Member Rate ($100 for Module 1)

## REGISTRATION AND PAYMENT

Registrations are processed in the order in which they are received. Full payment must be submitted with registrations.

- FAX registration form with credit card information to **(703) 684-0948**
- MAIL registration form with payment payable to **IPMA-HR, 1617 Duke Street, Alexandria, VA 22314**
- EMAIL registration form with credit card information to **meetings@ipma-hr.org**

❑ **Check Enclosed** (payable to IPMA-HR) ❑ **Government Purchase Order #:** _____

❑ **I authorize IPMA-HR to charge** $ _____ **to my:** ❑ **MasterCard** ❑ **Visa**

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**Card Number** | **Expiration Date**

**Signature of Card Holder** | **Printed Name of Card Holder**

**Confirmation: We will confirm registration by mail and/or email within 10 days of receipt of your completed registration and payment**.

## CANCELLATION / REFUND POLICY

- All cancellation requests must be submitted in writing and emailed to meetings@ipma-hr.org, faxed to (703) 684-0948 or mailed (address above).
- If received in writing at least 3 weeks prior to the start date, IPMA-HR will refund the registration fee less a $75 processing fee.
- Registration fees will not be refunded for (1) cancellations received after 3 weeks prior to the start date or (2) no-shows.

**SEND REGISTRATION AND PAYMENT TO:**
IPMA-HR
1617 Duke Street
Alexandria, Virginia 22314
Fax (703) 684-0948
meetings@ipma-hr.org

**QUESTIONS ABOUT THE PROGRAM? CONTACT:**
Professional Development Department
Phone: (703) 549-7100
meetings@ipma-hr.org