

**EFTD Fortfahrende Professionelle Entwicklung Abteilung der Europäischen Grundlage für  
Technologie und Developemet**

**COURSE REGISTRATION FORM**

Course		Date and Location

**REGISTRATION INFORMATION:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Job Title \_\_\_\_\_

Agency/Employer \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Professional?  yes  no

**BUSINESS IDENTIFICATION:**

Federal Government  State or Local Government  Other

**POSITION CATEGORY:**

ADR Mediator  Attorney  EEO Dir/Mgr/Supv  HR Dir/Mgr/Supv  Other Mgr/Supv  HR Staff

EEO Inv/Counselor/Staff  Union Rep  President/Owner  Other

**PAYMENT METHOD:**

Charge to:  MasterCard  Visa  Discover  American Express

Account No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ E-mail Address \_\_\_\_\_

**EFTD Fortfahrende Professionelle Entwicklung Abteilung der Europäischen Grundlage für Technologie und Developemet**

**REGISTRATION POLICIES AND PROCEDURES**

**Registration Payment:**

Payment is requested in advance. Payment by check or credit card is preferred. If paying by credit card, please provide the name of the credit cardholder (as it appears on the card), the cardholder's e-mail address and the credit card expiration date.

**Confirmation:**

Registrants will receive written confirmation upon receipt of a properly completed registration form and payment. Since space is limited, please register early (preferably before the course date). Late registrations will only be accepted on a space-available basis.

**Substitutions, Cancellations and No-Shows:**

Substitutions may be made anytime prior to the course date. Cancellations received at least seven (7) days before the course date are eligible for refunds, less processing fee. Cancellations and registrations received less than seven (7) days before the course date, as well as No-Shows, are not eligible for refunds.

**Certificates:**

Registrants who complete training will receive CPD Certificates of Completion at the conclusion of the course.

**Register online:** [www.ef-td.de](http://www.ef-td.de) [CPD@EF-TD.EU](mailto:CPD@EF-TD.EU)

**Or mail registration form:** EFTD Fortfahrende Professionelle Entwicklung Abteilung der Europäischen Grundlage für Technologie und Developemet

**Or fax registration form:** + 44(0)7005-982-073 +44 (0) 7005942544