



Institute for Applied
Management & Law, Inc.
☎ 949-760-1700
450 Newport Center Drive, Suite 390
Newport Beach, California 92660

2020 VIRTUAL CERTIFICATE IN ESSENTIALS OF HUMAN RESOURCE MANAGEMENT SEMINAR REGISTRATION FORM

A separate registration form should be completed for each participant. Early registration is advised since programs are filled in the order in which registrations are received and enrollment is limited. Send completed form(s) to IAML by email (info@iaml.com), fax (949-760-8192) or mail (450 Newport Center Drive, Suite 390, Newport Beach, CA 92660)

Please register me for:

Full program June 9-August 13, 2020

Block I only June 9-July 2, 2020

Block II only July 14-August 13, 2020

First name:

Last name:

Job title:

Employer:

Email:

Daytime phone:

Mailing address:

Name as you'd like it to appear on your Certificate (full program registrants only)

Payment: Please make checks payable to Institute for Applied Management & Law, Inc.
IAML's Federal I.D. Number: 95-3548502

Total Fees Due: \$

Discount Amount or Discount/Coupon Code:

Payment in full is enclosed

Bill my employer

PO #

American Express

Discover

MasterCard

Visa

Name on Card

Expiration Date

Card Number

Card Security Code

Credit Card Billing Address (if different from business address)

Signature:

Confirmation: Your confirmation of registration will be emailed within two business days. If you haven't received confirmation within two days, please call (949-760-1700) or email (iaml@iaml.com) to confirm that your registration was received.

Discounts/Payment/Transfers/Cancellation: **Discounts** – if you believe you are entitled to a discount, it must be requested on this registration form, discounts will not be given once a registration has been processed. **Payment** - the full registration fee is due at least 15 business days before the program start date. **Transfers** - are permitted one time only and must be requested at least 10 business days before the program start date. You may transfer into another program that takes place within 24 months of the original program. If you cannot attend the program to which you transferred, you may send a replacement. If you are unable to send a replacement, you forfeit your registration fee. **Cancellations** - requested more than 10 business days before the program start date are refundable less a \$150.00 administrative fee. If you are unable to attend and you notify IAML less than 10 business days before the program start date you may send a replacement to take your place. If you are unable to send a replacement you forfeit your entire fee. If you register for a program less than 10 business days in advance of the program start date your registration fee must be paid at the time of registration and is non-refundable.

Certificates: Participation in the complete program is required to receive a Certificate of Completion. If you are only able to complete one block at one time, you will receive a Certificate if you complete the remaining block within a two-year period. You can attend one block in the virtual format and the other block in an in-person program. Contact us if you'd like more information.