

# Prosci® Change Management Certification Program Registration Form

Fax completed registration form to +1 970-669-7005 or send via email to [asemonchick@prosci.com](mailto:asemonchick@prosci.com)

## Participant information

Today's Date: \_\_\_\_\_

Participant Name: (as you would like it to appear on a certificate) \_\_\_\_\_

Job title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Company: \_\_\_\_\_

Shipping Address (no PO Box): \_\_\_\_\_

Special Dietary Needs: \_\_\_\_\_

## Course information

Date of Class: \_\_\_\_\_

Program Location (mark one):

Airlie Center    Seascape Resort    Sycuan Resort    Temecula Creek    Peaceful Valley    Cheyenne Mtn Resort  
 Eaglewood Resort    Grand Geneva    Villas of Grand Cypress    Woodlands Resort    Brandshatch Place

Program Tuition:  \$2100 1<sup>st</sup> person

\$1700 each additional person (from the same company, at the same program, on the same project)

I will  or will *not*  be attending the Monday night dinner. Dinner is at 6:00 pm Monday night. If possible, try to schedule a flight that arrives early enough so you can attend.

## Venue - Complete Meeting Package

Participants are required to stay at the venue and pay the complete meeting package fee. Please contact the venue to make room reservations and payment AFTER you've received your welcome letter. Complete meeting package fees are different at each location and include lodging, meals, meeting facilities and activities for a three night stay. Costs are approximately:

Airlie - \$1398; Seascape - \$1495; Sycuan - \$1190; Temecula Creek - \$1410; Peaceful Valley - \$890; Cheyenne - \$1299; Eaglewood - \$1276; Grand Geneva - \$1499; Villas of Grand Cypress - \$1460; Woodlands Resort - \$1390; Brandshatch - £745.83

## Important details

- ❖ When your participation is confirmed, you will receive a welcome letter via email providing details of the course and venue.
- ❖ You will need to make your own flight and transportation arrangements.

What motivated you to attend this course? (What is happening in your organization that has created a need for change management?)

Notes:

**Cancellation policy:** specific to Prosci program tuition. More than 30 calendar days before the program, tuition is fully refundable or transferable to another session date. Within 30 to 15 calendar days of the program start date, tuition is nonrefundable and 75% can be transferred to a subsequent session (25% change fee). Within 14 calendar days of the program start date, tuition is nonrefundable and 50% can be transferred to a subsequent session (50% change fee). All cancellation/transfer requests must be received in writing (send via email to [asemonchick@prosci.com](mailto:asemonchick@prosci.com)). Each venue has their own cancellation policy for meeting packages. Participants must cancel complete meeting package with the venue directly and pay all associated costs.

## Payment method

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Type of Card: \_\_\_\_\_

CVV2 Code (security code on card – 4 digits on front of AMEX, and 3 digits on back of all other cards): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Is your organization tax exempt?  NO,  YES If yes, please provide a certificate of tax exemption