

Prosci® Train-the-Trainer Registration Form

- ❖ Fax completed registration form to 970-669-7005 or send via email to vallen@prosci.com
- ❖ Train-the-Trainer prerequisite: Prosci Certification Program (attained within 24 months of TTT)

Participant Information

Participant name (as you would like it to appear on a certificate): _____
Job title: _____ E-mail: _____
Phone: _____ Company: _____
Certification Program date: _____ Location of certification: _____
Special Dietary Needs: _____

In order to complete the Train-the-Trainer process you will need to deliver a Prosci program for your company within 90 days of the Train-the-Trainer Program (we suggest the three day Practitioner Program).
Date of your program: _____ Which course will you teach? _____

Course Information

Course Location: _____ Date of Class: _____
Program Tuition: \$2400. Plus complete venue meeting package: Loveland location: \$1,200 payable directly to Prosci. Package includes; lodging, activities, meals (with the exception of one dinner), meeting space, taxes and gratuities.

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.

Please check all boxes that apply:

- Upon completion of the Prosci Train-the-Trainer program I will be conducting Prosci training to build change management competency within my own organization. I recognize this does not enable me to grant Prosci certification.
- Upon completion of the Prosci Train-the-Trainer program I intend to offer Prosci training courses to third party client organizations. (Requires Authorized Training Provider designation)
- Upon completion of the Prosci Train-the-Trainer program I need to provide certification in Prosci's methodology. (Requires Prosci Certified Instructor designation).

*Please be advised that the TTT process is for instruction internal to your organization, it does not grant the capability to deliver training to external or third parties.

*For each course you deliver you must purchase the appropriate course package for each student attending.

Payment Method

If payment needs to be made in another form please call +1 970-203-9332

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? Yes No If so, please provide a certificate of tax exemption.

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

Cancellation policy: More than 60 calendar days before the program, tuition is fully refundable or transferable to another session date. Within 60 to 45 calendar days of the program start date, tuition is nonrefundable and 75% can be transferred to a subsequent session (25% change fee). Within 45 calendar days of the program start date, tuition is nonrefundable and 50% can be transferred to a subsequent session (50% change fee). Within 14 calendar days tuition is nonrefundable and nontransferable. All cancellation/transfer requests must be received in writing (send email vallen@prosci.com). Students must cancel lodging and meal accommodations with the venue directly and pay all associated costs.