

SHRM Course Registration – Please Print

1. _____
Name (list name you will use when you register to take exam, including middle initial)

2. _____ 3. _____
Title Date of Birth

4. _____
Organization/Company

5. _____
Home Address

6. _____
City State Zip

7. _____ 8. _____
Home phone Business Phone

9. _____
Fax

10. _____
E-mail

Check the box next to the class for which you are registering.

Course 1: Register by Friday, February 3, 2012 for **SHRM Learning System**

Payment: \$989 \$950 – Member of Eastern Panhandle SHRM

Course 2 : Register by Tuesday, March 13, 2012 for **SHRM Essentials of HR Management** which meets on March 24 and 31, 2012.

Payment : \$385

- Check enclosed. (Make checks payable to Blue Ridge CTC)
- P.O. # _____ (Copy of P.O. required.)
- Employer Intent to Pay form enclosed

No refunds after materials are ordered.

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For more information, contact Pat Hubbard at 304-725-7104 or at phubbard@blueridgectc.edu

Credit Card: To pay by credit card: Go to our website at www.blueridgectc.edu. On the main page select “*Current Students*” on the located on the left side of the page; then go to the red “*quick links*” box on the left and select “*On line Payment*”. Follow the instructions for processing your credit card payment. **NOTE:** Enter **C00541000** as the student ID number and type SHRM and your daytime phone number in the memo section. Mail completed registration form to Ce Nichols at the address below or fax to Ce Nichols at 304-260-1754.

Mail or Come By: Mail or drop off the completed registration form and check, Purchase Order, or “Employer Intent to Pay” to **Ce Nichols, Blue Ridge CTC, 400 West Stephen Street, Martinsburg, WV 25401.**