

Professional Human Resource Management Certificate Program

ROANOKE AREA REGISTRATION FORM—SPRING 2012

Please complete and mail with your registration fee to:
Mary Baldwin College • 108 N. Jefferson Street • Suite 816 • Roanoke, VA 24016-2426

WHERE: Roanoke Higher Education Center • 108 N. Jefferson Street, Room 805 • Roanoke, VA 24016
(Directions will be provided to all registrants.)
WHEN: Thursdays (6:00-9:00 p.m.) February 2-April 26, 2012. Optional review course dates are Thursday, May 3 and Tuesday, May 8.
COST OPTIONS: Thirteen-week certificate program: \$1,415 per person (\$1,395 for SHRM members). Both the thirteen-week course and the review course: \$1,635 per person (\$1,605 for SHRM members). Optional review course only (materials not included): \$220 (\$210 for SHRM members).

NOTE: This certificate confers CEU (Continuing Education Unit) credit which is not transferrable college credit. Course materials and application information for the PHR and SPHR exams, fees, and eligibility requirements are available online at www.hrci.org or in the *HRCI Certification Information Handbook*, which will be distributed at the first class. Registration forms and payment are requested two weeks before the first class. Cancellations received in writing before the first class qualify for a full refund, less a \$50 non-refundable processing fee. Once the course is under way, no refunds are available.

Name _____ Date of Birth _____

SS# _____ SHRM member # _____

Home address _____ phone _____

City, State, Zip _____ e-mail _____

Employer _____

Title _____

Work address _____ phone _____

City, State, Zip _____ e-mail _____

Please register me for the following:

- Thirteen-week certificate program only
- Both the thirteen-week course and the review course
- Optional review course only

My total cost: \$ _____ Check enclosed for \$ _____
(Make check payable to **Mary Baldwin College**; mail to address at top of form.)

Check or money order must accompany the registration form.

If you want to use a credit card, please contact the Mary Baldwin College office at (540) 767-6170.

Yes, I need a receipt of payment.

For more information, contact Dan Dowdy at (540) 767-6173 or ddowdy@mbc.edu