

**Third-Party Registration Form**

To register employees and other third-parties, please complete **all five steps** listed below.

**STEP 1: Participant Information**

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NAME POSITION / TITLE

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Home address

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City / State / ZIP Primary phone

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E-Mail address for confirmation notice

**Registering multiple employees? Complete steps 1 and 3 for each employee on separate forms.**

**STEP 2: Company Information**

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COMPANY NAME

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Address

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City / State / ZIP Phone

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Supervisor / Primary Contact

**STEP 3: Course Selection**

Please indicate desired courses and credit type(s); consult our online listing of offerings at [www.erikson.edu/professionaldevelopment](http://www.erikson.edu/professionaldevelopment). Credit types cannot be changed after registration. There is a \$15 fee per course for selecting more than one credit type.

Course #/Name of Course	Credit Type(s)	Fee
		\$
		\$
		\$
	<b>TOTAL</b>	\$

CONTINUE TO NEXT PAGE FOR PAYMENT INFORMATION

**STEP 4: Payment Information**

**Method of payment**

**If registering multiple employees, please supply payment information for the total of all course fees combined for all employees.**

- Check or money order payable to Erikson Institute is enclosed. **Check number:** \_\_\_\_\_
- Purchase order is enclosed. Erikson Institute will immediately invoice your agency.  
**Purchase order number:** \_\_\_\_\_
- Please charge our company credit card:
  - VISA     MasterCard

**TOTAL EMPLOYEES REGISTERED:** \_\_\_\_\_

**TOTAL AMOUNT CHARGED: \$** \_\_\_\_\_

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Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

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Name on card (please print) \_\_\_\_\_ Signature \_\_\_\_\_

**STEP 5: Submitting Registration**

**By mail:**

Send both completed pages of this form with check, money order, purchase order, or completed credit card information to:

Matthew Zaradich  
Erikson Institute  
451 North LaSalle Street  
Chicago, IL 60654

**By fax (not available for check or money order):**

Fax both completed pages of this form with purchase order or completed credit card information to:

312.460.3866

**DO NOT email any forms with a credit card number attached. While Erikson's email server is secure, yours may not be.**

**To register multiple employees, please complete steps 1 and 3 for each employee on separate sheets.**