

Continuing Education - Third-Party Registration Form

To register employees and other third-parties for continuing education workshops at Erikson, please complete all five steps listed below.

STEP 1: Participant Information

NAME POSITION / TITLE

Home address

City / State / ZIP Primary phone

E-Mail address for confirmation notice

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

STEP 2: Company Information

COMPANY NAME

Address

City / State / ZIP Phone

Supervisor / Primary Contact

STEP 3: Course Selection

Please indicate desired courses and credit type(s); consult our online listing of offerings at <http://www.erikson.edu/continuing-education/offerings/>. 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 |
|-------------------------|----------------|-----|
| | | \$ |
| | | \$ |
| | | \$ |
| | TOTAL | \$ |

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 AMEX Discover

TOTAL EMPLOYEES REGISTERED: _____

TOTAL AMOUNT CHARGED: \$_____

Card number

Expiration date

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.