



# EDUCATION REGISTRATION FORM

Course Name: \_\_\_\_\_

Course Location: \_\_\_\_\_ Course Date: \_\_\_\_\_

Mr.     Mrs.     Ms.

Name: \_\_\_\_\_ Designations: \_\_\_\_\_

Name for Badge: \_\_\_\_\_

\*\*\*\*\* Are you licensed?  Yes  No    Resident State: \_\_\_\_\_ State License #: \_\_\_\_\_

Agency/Company: \_\_\_\_\_  *This is a change*

Address: \_\_\_\_\_  *This is a change*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**CIC Institute attendees only:** Is this your first CIC?  Yes  No

Invoice Me     Charge my credit card (Visa/MC/Amex)

CC#: \_\_\_\_\_

Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_ (Amex on FRONT of card)

Name on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROGRAM PRICING**

CIC Institute (**NOT Ruble Seminars**)  
**EARLY** \* Registration \$450 (eff 1/1/20)  
 \* **Must be PAID 30 days prior to start of class**  
 LATE – Within 30 Days of Institute \$475

<u>RUBLE Seminar</u>	\$445
<u>CISR Class</u>	\$190
<u>CSRM Class</u>	\$179
<u>CPIA</u>	Mbr \$190 / Non-Mbr \$215
<u>Pre-Licensing</u>	Mbr \$270 / Non-Mbr \$295

**PAYMENT IS DUE PRIOR TO CLASS**

**Mail: PIA VA/DC, 1059 Technology Park Drive, Glen Allen, VA 23059 ~ Fax: (804) 266-1075 ~ Email: [carol@piavadc.com](mailto:carol@piavadc.com)**

**Cancellation Policy:** PIA reserves the right to cancel programs for insufficient registration and will give as much notice as possible.

**CIC Institutes & Ruble Seminars**

Cancellations or requests to transfer a registration fee to another institute or seminar must be submitted in writing, and:

- Will incur a \$125 processing fee if received **within 10 business days** prior to the institute or seminar.
- Will incur a \$75 processing fee if received **within 11-30 business days** prior to the institute or seminar.
- Will receive a full refund if received **over 30 business days** prior to the institute or seminar.
- No refund for registrants who do not show up, and have not provided the above noted required advance written notice.

**All Other Programs** (unless noted otherwise)

Cancellations or requests to transfer a registration fee to another class must be submitted in writing.

Written requests received within 7 business days of program:

- 50% processing fee to cancel; 25% processing fee to transfer to another class.

Written requests received in excess of 7 business days will incur no processing fee.

No refund for registrants who do not show up. No processing fee for the substitution of one person for another.

**Disabilities:** In accordance with Title III of the Americans with Disabilities Act, we ask registrants to advise us when registering of disabilities, as well as any necessary accommodations.