



EDUCATION REGISTRATION FORM

Course Name: _____ Course Date(s): _____

Webinar In-Person In-Person Location: _____

Mr. Mrs. Ms.

Name: _____ Designations: _____

Informal First 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

PROGRAM PRICING

PAYMENT IS DUE PRIOR TO CLASS

Invoice Me Charge my credit card (Amex, Visa, MC, Discover)

Amex: _____

Visa/MC/Discover: _____

Exp: _____

Security Code: _____ (Amex on FRONT of card; Visa/MC/Discover on BACK)

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

CLASS	IN-PERSON	WEBINAR
CIC Institute	Early \$450 * Late \$475 **	\$420
Ruble Seminar	\$445	\$445
CISR	\$190	\$161
CPIA	Mbr \$190 Non-Mbr \$215	Mbr \$175 Non-Mbr \$199
Pre-Licensing	Mbr \$270 Non-Mbr \$295	Mbr \$270 Non-Mbr \$295

CIC Institute pricing:

* Early registration must be **paid** 30+ days prior to start date.

** Late registration is within 30 days of Institute start date.

Mail: PIA VA/DC, 1059 Technology Park Drive, Glen Allen, VA 23059 | **Fax:** (804) 266-1075 | **Email:** 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.