

**EASY WAYS
TO REGISTER**

- Online:
cpe.depaul.edu/pla
- Mail or walk in to:
DePaul University Continuing and Professional Education
14 East Jackson Blvd., Suite 1010
Chicago, IL 60604-2287
- Fax registration form to:
(312) 362-8764
- Call our office: (312) 362-6300

REGISTRATION FORM
PLA ONLINE CERTIFICATE PROGRAM

Name _____

Date of Birth _____

Email _____

Home Mailing Address _____

City _____

State _____

Zip _____

Employer _____

Title _____

Business Mailing Address _____

City _____

State _____

Zip _____

Home Phone _____

Business Phone _____

Fax _____

CAEL Member CAEL Membership Number _____
Preferred Mailing Address Home Business

PLA FOR PLA ASSESSMENT

N/A N/A \$100

PLA WORKSHOP 1

<input type="checkbox"/> 4 Weeks	January 4 - February 1, 2010	\$600 (\$510 with CAEL Membership)
<input type="checkbox"/> 4 Weeks	June 21 - July 19, 2010	\$600 (\$510 with CAEL Membership)

PLA WORKSHOP 2

<input type="checkbox"/> 7 Weeks	February 15 - April 5, 2010	\$600 (\$510 with CAEL Membership)
<input type="checkbox"/> 7 Weeks	August 2 - September 20, 2010	\$600 (\$510 with CAEL Membership)

PLA WORKSHOP 3

<input type="checkbox"/> 5 Weeks	April 19 - May 24, 2010	\$600 (\$510 with CAEL Membership)
<input type="checkbox"/> 5 Weeks	October 4 - November 8, 2010	\$600 (\$510 with CAEL Membership)

PLA WORKSHOP 4

<input type="checkbox"/> 5 Weeks	June 7 - July 12, 2010	\$600 (\$510 with CAEL Membership)
<input type="checkbox"/> 5 Weeks	November 15 - December 13, 2010	\$600 (\$510 with CAEL Membership)

Payment Method (Payment must be received at the time of registration)

Check (payable to DePaul University CPE) Visa MasterCard Discover American Express

Account Number _____

Expiration Date _____

Name as it appears on the card _____

Signature _____

Payment may be made by check, VISA, MasterCard, Discover, American Express, or money order. Cash will not be accepted. Payment must be received at the time of registration. Checks should be made payable to DePaul University CPE and reference the student's name. University policy requires a \$25.00 Non-Sufficient Funds (NSF) fee to be charged for all returned checks. If paying by check, please mail with registration form.

All registrations are due 7 calendar days before the course start date. Any registration submitted after that date will be charged a mandatory \$75.00 late registration fee. Those students who do not register through the web will be provided with a confirmation and receipt by mail. Students should expect to receive these items by mail within 5 business days of when DePaul receives the registration. Should you not receive confirmation within 5 business days contact our office at (312) 362-6300. Written notification of cancellation is required 7 calendar days before the course start date in order to receive a full refund, minus a \$75.00 cancellation fee. DePaul's complete registration and student policies can be found on our website at cpe.depaul.edu.

DePaul reserves the right to substitute instructors, change the day and location that programs meet, and cancel programs due to insufficient enrollment or unforeseen events.