

# NLA Professional Development Program

## Class Registration Form

Company Contact Information

TODAY'S DATE:

CONTACT NAME:

COMPANY NAME:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

E-MAIL:

PHONE #:

### Class Registration:

Attendee Name	Class Name	Class Dates	Enrolled in Certificate/Diploma Program (Yes/No)	Price
<b>TOTAL</b>				<b>\$</b>

Questions? Contact Connie Johnson, Director of Professional Development (763) 595-4045 or [cjohnson@nlassn.org](mailto:cjohnson@nlassn.org).

### Payment Information

#### Payment Options

- Credit Card
  - Mastercard
  - Visa
- Check

#### Credit Card Information

Name on Card \_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSV-CODE \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you do not receive an email confirming your registration, please contact the NLA office.**

Cancellation Policy: Substitutions are accepted at any time for individual classes. (*no substitutions allowed for certificate/diploma registrations*) To receive a full refund, cancellation must be received by NLA 14 days prior to the class. Cancellation requests received between 4 and 13 days before the class will be subject to a 50% administration fee. No refunds will be given for cancellations received 3 business days or less prior to the class or for "no shows".