






Monte Ahuja College of Business  
Professional Development Center



## SHRM Essentials® Program Registration Form

-  Register online using your Master Card, Visa, or Discover at [www.csuohio.edu/business/professionaldevelopment](http://www.csuohio.edu/business/professionaldevelopment)
-  Fax the completed registration form with credit card information to (216) 687-9331.
-  Mail the completed registration form with payment to Cleveland State University, Monte Ahuja College of Business, 2121 Euclid Ave., BU 217, Cleveland, OH 44115.

### Course Schedule:

This 2 day course meets Thursdays, November 17 and December 1, 2011

**Class Time:** 8:30 a.m. - 4:30 p.m.     **Registration Deadline:** November 10, 2011

### Personal Information:

Name \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Fees

Tuition for the 15-hour course is \$535. Alumni of Cleveland State University and/or members of SHRM national or local chapters receive a discounted rate of \$500. Materials, parking, breakfast, and lunch are included in the fee.

### Indicate Payment Method:

\_\_\_\_ Check (payable to Cleveland State University)

\_\_\_\_ Credit Card (circle one)   Discover   Mastercard   Visa

Credit Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

### Refund Policy:

Registrants who cancel will receive a refund less a \$50 processing fee if we receive written notification by November 7, 2011. No refunds will be issued after November 7, 2011.

### For More Information:

Contact us at (216) 687-4750 or [prodev@csuohio.edu](mailto:prodev@csuohio.edu).

The Small Business Development Center Program of Ohio (SBDC) program is funded in part through a cooperative agreement with the U.S. Small Business Administration. The SBDC program is also funded in part by the Ohio Department of Development. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact 216-687-4750.