

Registration Form – GROUP

(Must be filled out completely)



1525 Sherman St, 2nd Floor, Denver, CO 80203
Phone (303) 866-2439/ Fax (303) 866-2122

*****Please e-mail completed form to prsnl.training@state.co.us**

Personal Information: *Please print or type*

Contact Person:		
Agency/College:	Division:	
Address:		
City:	State: CO	Zip:
Phone:	Ext:	Fax:
E-Mail Address (required):		
Accounting Contact (required):		Accounting Contact Phone (required):

Group Information:

	First Name	Last Name	Division	Phone #	E-mail (required)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Class information:

Title	Date	Time	Price per person	Apply Discount	Price per person after discount	# of People	Total Balance Due (Price x # of People)
			\$	10%	\$		\$
			\$	10%	\$		\$
			\$	10%	\$		\$

Payment Methods:

PAYMENT IS DUE PRIOR TO THE FIRST DAY OF CLASS

Paying by check: Make payable to STATE OF COLORADO and mail it to Dept. of Personnel, 1525 Sherman St, 2nd Floor Denver, CO 80203, Attn: DHR/Professional Development Center. FEIN: 840644739 L

Paying with a COFRS IT Document: Attach a copy of the IT YYY document set up to agency AQD, and complete the following information:

FUND	AGENCY	ORG	SUB ORG	APPR	PROG	
FUNC	OBJECT	SUB OBJ	B/S ACCT	GBL	RPTG	JOB/PROJ

*Three days notice required for cancellation, refund or rescheduling of most courses. Cancellations accepted via e-mail only: prsnl.training@state.co.us. **PLEASE DO NOT FAX REGISTRATION. Registrations will not be accepted via fax.***

*****NO REFUNDS ON NO-SHOWS OR CANCELLATIONS THE DAY OF CLASS – AGENCY WILL BE CHARGED*****