



ONLINE COURSES

Please indicate your course selection below.

INDEPENDENT LEARNING			
Select	Course Title	Fee	Contact Hours
	Online CPPB Assessment	\$150 Members/\$200 Non-Members	N/A
	Online CPPO Assessment	\$150 Members/\$200 Non-Members	N/A
	Procurement Flashcards: Volume 1	\$20 Members/\$35 Non-Members	N/A
	Procurement Flashcards: Volume 2	\$20 Members/\$35 Non-Members	N/A
	Procurement Flashcards: Volume 3	\$20 Members/\$35 Non-Members	N/A
*** INTERACTIVE COURSES ***			
Select	*** Course Title ***	Fee** <small>**You must add \$50 late fee if course start date is between 7-14 days of registration.</small>	Contact Hours
	Contract Administration Online	\$745 Members/\$945 Non-Members	24
	Contracting for Public Sector Services	\$530 Members/\$730 Non-Members	16
	CPPB Online Prep Course	\$530 Members/\$730 Non-Members	16
	CPPO Online Prep Course	\$530 Members/\$730 Non-Members	16
	Developing and Managing Requests for Proposals Online	\$745 Members/\$945 Non-Members	24
	Fundamentals of Leadership and Management Online	\$530 Members/\$730 Non-Members	16
	Legal Aspects of Public Procurement Online	\$745 Members/\$945 Non-Members	24
	Risk Management in Public Sector Contracts	\$530 Members/\$730 Non-Members	16
	Strategic Planning in the Public Sector	\$745 Members/\$945 Non-Members	24

**** Please note**

A \$50.00 late fee must be added to your registration payment if you are registering 7-14 days before an online course start date.

Fax Registrations and Payment Information to 703-635-2326

Attn: Event Registration or mail completed registration form and payment to:

NIGP

Attention: Event Registration

2411 Dulles Corner Park, Suite 350

Herndon, VA 20171

If paying by purchase order a copy of the PO must be submitted with your registration form.



**ONLINE COURSE REGISTRATION FORM
TYPE OR PRINT LEGIBLY
(Completion of the entire form is required
and late fee must be included if applicable.)**

Date of Request _____

Full Name _____

Agency _____

Email Address **(REQUIRED)** _____

City & State/Province (Include Zip/P.C.) _____

Tel. No. (Include Area Code) _____ Ext. # _____

Course Title _____ **Course Start Date (Must include):** _____

PAYMENT INFORMATION NOTE: If paying by Purchase Order, a copy of the PO MUST accompany your registration form. **All payments must be made in U.S. Funds**

MasterCard/VISA _____ American Express _____

Card Number: _____ Expiration date _____

CVV / Security Code _____ (3 digits on back of MC/VISA – or 4 digits on FRONT of AmEx)

Apply **late fee(s) \$ _____ Total Payment \$ _____

Credit Card Billing Address:

Street _____

City _____ State _____ Zip _____

Cardholder's name if different from registrant: _____

Additional Registration Information:

Print or type all sections of the registration form. Retain a copy for your records. If paying by check, make checks payable to NIGP and mail to the address on the registration form.

Cancellations, Refunds, Late Fees: Cancellations for Interactive courses must be received in writing one week before the posted date of the start of the course. Registrants who cancel will retain the textbook and be refunded the fee minus \$150. Cancellations should be submitted to registrationinfo@nigp.org.

No refunds are given after the course start date. Registrants who do not attend or participate in the course are not eligible for a refund. If the course is cancelled for any reason, NIGP's liability is limited to the registration fee only.

****Late Fees apply to all interactive courses.** To process this registration a \$50.00 late fee must be added to this registration and payment if applicable.