

ROI Certification Registration Form

ROI Institute, Inc. P.O. Box 380637 Birmingham, AL 35238
Telephone: 205.678.8101

| | | | |
|--|---|---|---|
| Name | <input type="text"/> | | |
| Job Title | <input type="text"/> | | |
| Organization | <input type="text"/> | | |
| Phone Number | <input type="text"/> | Fax Number | <input type="text"/> |
| Email | <input type="text"/> | | |
| Mailing Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| Billing Address (if different) | <input type="text"/> | | |
| | <input type="text"/> | | |
| Offer Code | <input type="text"/> | | |
| How did you find out about this certification? | <input type="text"/> | | |
| Application (select all that apply) | <input type="checkbox"/> Library Services | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Human Resources |
| | <input type="checkbox"/> Consulting | <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Project Management |
| | <input type="checkbox"/> Public Sector | <input type="checkbox"/> Coaching | <input type="checkbox"/> Compliance |
| | <input type="checkbox"/> Communications | <input type="checkbox"/> Meetings/Events | <input type="checkbox"/> Nonprofit |
| | <input type="checkbox"/> Retention | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Knowledge Management |
| | <input type="checkbox"/> Other | | |
| Location / Date | <input type="text"/> | | |
| Form of Payment | <input type="text"/> | Payment for ROI (USD) | <input type="text"/> |

Submit your registration via email. You will receive - within 48 hours - confirmation and payment information based on your chosen form of payment. If you have any questions regarding our payment process, please contact us at 205.678.8101.

Send Form Via Mail: ROI Institute, Inc.
PO Box 380637
Birmingham, AL 35238

Cancellation and Refund Policy

* You may, at any time prior to 14 days before your course (not including the day of the course), cancel your registration and receive a full refund.

* Within 14 days of the course, the ROI Institute will not issue a refund. However, you may reschedule for a future course at no additional cost or receive a credit towards an undetermined course to be utilized within one year.

* Participants contacting the ROI Institute after the workshop has begun will be charged a re-registration fee of \$150.00 USD to transfer to a future course. Please be aware that if you cannot attend the course and fail to give proper notification prior to the course date, you will forfeit your entire fee.