

The Election Center

a national association of election and voter registration officials

12543 Westella, Suite 100 Houston, TX 77077 281-293-0101 FAX: 281-293-0453 or 293-8739

Website: www.electioncenter.org Email: services@electioncenter.org

1-15-09

READ THIS CAREFULLY -- IT CONTAINS ALL NECESSARY DETAILS

PROFESSIONAL EDUCATION PROGRAM SPECIAL SESSION AT AUBURN UNIVERSITY

- SPECIAL OFFERING: FOUR CORE COURSES AT A SPECIAL PRICE FOR THE ELECTION CENTER'S PROFESSIONAL EDUCATION PROGRAM LEADING TO CERTIFICATION AS CERTIFIED ELECTIONS/REGISTRATION ADMINISTRATOR (CERA). **THERE ARE ENROLLMENT LIMITATIONS**, SO ONLY **PAID** RESERVATIONS WILL BE HONORED.
- IT IS YOUR OPPORTUNITY TO ACCELERATE YOUR PROGRESS THROUGH THE COURSES AND/OR TO ALLOW YOU TO COMPLETE YOUR COURSE REQUIREMENTS.
- **THIS SESSION IS IN ADDITION TO THE REGULAR SUMMER PEP CLASSES** THAT WILL STILL BE HELD IN JULY 2009.
- "NO FRILLS" CLASSES. IN ORDER TO GIVE AS MANY PEOPLE AS POSSIBLE AN OPPORTUNITY TO TAKE SEVERAL COURSES AT ONE TIME, WE HAVE ELIMINATED ALL NICETIES: NO MEALS, NO FANCY MEETING ROOMS, ETC. THIS IS A 'BARE BONES' APPROACH IN ORDER TO KEEP THE COST AT ITS LOWEST POSSIBLE RATE. WE HAVE ALSO CONTRACTED WITH AUBURN UNIVERSITY'S CONFERENCE CENTER TO FURTHER HOLD DOWN COSTS TO YOU. **THE CLASSES WILL STILL BE THE SAME HIGH QUALITY INSTRUCTION BUT IN A "NO FRILLS" ATMOSPHERE.**
- YOU MUST ATTEND FULL CONTACT HOURS TO RECEIVE CREDIT FOR THE CLASS. SEE NOTE BELOW CONCERNING LATE ARRIVALS AND EARLY DEPARTURES.

WHEN: Tuesday, May 12 through Sunday, May 17, 2009 (Conclude at 4:30 p.m. on May 17)

STUDENTS ARRIVE 8:33 AM: AUBURN CONFERENCE CENTER LECTURE HALL FOR CHECK IN. CLASS BEGINS AT 9 AM

WHERE: Auburn University Conference Center and Hotel, 241 S. College Street, Auburn, AL 36830

DEADLINE for registration: **Monday, April 20 with Check for payment.** Unless you are notified that the class is full, you will receive an email confirmation once your registration is received and processed by The Election Center

EMERGENCY NUMBER: Doug Lewis mobile #713-516-2875. Emergencies only please, not routine matters.

HOTEL RESERVATIONS: Special Rates negotiated with Auburn Hotel, Reservations Phone: 1-800-228-2876 Negotiated special rate of \$99 per night, plus taxes. You must make your own hotel reservations. **Call Reservations: NO LATER THAN 5 PM (Central Time) Sunday, April 26. DO NOT DELAY.** After that date, they do not have to hold rooms for us nor do they have to honor the special rates. You must mention that you are with THE ELECTION CENTER to receive the special rate.

TRANSPORTATION: The university hotel is in the same building as the classes. No maps provided. You are on your own for transportation. Rental cars are advised. Please arrive on time. Do NOT be late. Airports are Atlanta, GA (ATL), Montgomery, AL (MGM) and Birmingham, AL (BHM). Drive time from Atlanta is approximately 2 hours; Montgomery, one hour; Birmingham, 2.5 hours. ****Please note that ATL airport is on EST and Auburn AL is on CST. Allow for one hour time difference if flying from Atlanta.****

You may choose from one to four courses to attend [See Enrollment Form]. Remember, however, this has been scheduled for a one-week time period to assist YOU in gaining certification more quickly. Since this is a "no frills" approach, you will need to bring your own notepads, paper, pencils, etc., to the classes. This is a serious, academically oriented Professional Education Program. As such, you are expected to be prepared as you would be in any other academic situation. Suggested attire is business casual. Keep a copy of this notice -- no other materials will be sent.

A ll classes require full class attendance. In order to receive credit from Auburn University and The Election Center, students **must** attend the total class hours. ANY absence from the class will result in no credit given for that particular course. **You must schedule your travel arrangements--arrival and departure--so you can participate in the FULL class hours.** If you must handle on-going office business while at the session, you need to handle that before class, during the lunch time [from noon to 1:30 p.m.] or after class. **Cell phone and pagers cannot be active during class.** If you arrive late or depart early, YOU WILL NOT receive credit for the class and you will not receive a refund. Plan accordingly. This includes flights home so book flights well after ending time of courses. Do NOT plan on leaving class early to catch a flight. It would be best to plan to leave the next day. Please pay attention to all class times as they may vary.

Professional Education Program Registration Form

>>>>>>>Please copy additional forms for each participant. One form per applicant.<<<<<<<

- Make tuition checks payable to **The Election Center**. No billings are issued for the classes. Sorry, we do not accept credit cards at this time. Mail Registration Form and check to: The Election Center 12543 Westella, Suite 100 Houston, TX 77077-3929. Payment must be **received no later than Monday, April 20, 2009. *Late registration (only if space available) will be \$100 per person.***
- Cancellations limited due to short notification period and class limitations. Written cancellations received by Friday, April 24, will result in credit issued for other Election Center events and/or PEP classes; **no refunds will be given.** Cancellations must be directed to The Election Center, 12543 Westella, Houston, TX 77077 or faxed to 281-293-0453. Credit granted toward other events or classes will be applied to the THEN current prices and may not equal the full cost to the participant. Credit will be valid until 12-31-2010; unused credits will result in forfeiture. Cancellations received on or after April 24 result in financial obligation of participant.
- Tuition is at Election Center MEMBER rate. **Add \$100 per class per person for non-members.**

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CLASS SCHEDULE	ENROLL	TUITION
	[CHECK CLASS]	[MEMBER PRICES]

TUESDAY, MAY 12 (9-4:30) AND WEDNESDAY, MAY 13 (9-12:00) COURSE XI DR. CHRISTA SLATON The History of Voter Registration and Elections, Part 1– Antiquity to Colonial Era	_____	\$239.00
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WEDNESDAY, MAY 13 (1:30-4:30) AND THURSDAY, MAY 14 (9-4:30) COURSE XII DR. STEVE BROWN The History of Voter Registration and Elections, Part 2 – Colonial Era to Modern Era	_____	\$239.00
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FRIDAY, MAY 15 (9-4:30) & SATURDAY, MAY 16 (9-12:00) COURSE X DR. KATHLEEN HALE The Law of Voter Registration and Election Administration Systems	_____	\$239.00
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SATURDAY, MAY 16 (1:30-4:30) & SUNDAY, MAY 17 (8-4:30) COURSE VI MR. DOUG LEWIS Communications in Voter Registration and Election Administration Systems	_____	\$239.00
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<u>Non-members Add \$100 PER CLASS</u> (\$100 X ___ Classes)	_____	\$_____
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[Save money, Become a member! Contact us for membership materials.]

<i>Late Fee for Registration Received after April 20: Add \$100 PER PERSON</i>	_____	\$_____
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TOTAL NUMBER OF COURSES AND TUITION	_____	\$_____
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Name: _____ Title: _____
Please print clearly or type.

Employer: _____ Membership#: _____ Expires: _____

Address: _____ City _____ State _____ ZIP _____

Phone: () _____ FAX: () _____ Other Phone:() _____

For Emergencies

Signature: _____ Email: _____

The Election Center is a nonprofit, permanent IRS 501(c)(3) tax exempt corporation. Our Federal Taxpayer Identification Number (TIN) is 54-1578880. This statement serves in lieu of IRS W-9 form or any state or local form requesting taxpayer identification number. As a nonprofit corporation, a 1099 is NOT necessary and should not be sent.