

The Election Center

a national service 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

E-Mail: services@electioncenter.org

3/11/2009

READ THIS CAREFULLY -- IT CONTAINS ALL NECESSARY DETAILS

PROFESSIONAL EDUCATION PROGRAM SPECIAL SUMMER SESSION

- One week of five core courses at a special price for the Election Center's Professional Education Program leading to certification as Certified Elections/Registration Administrator (CERA) or Vendor (CERV). **We have enrollment limitations**, so first **paid** reservations will be honored.
- "No Frills" classes. In order to give you an opportunity to complete several courses within your budget, we have eliminated all niceties. No meals or supplies will be provided. This 'bare bones' approach keeps the cost at its lowest possible rate: Reduced class price, hotel group rate, and several classes in one location. The **classes will still be the same high quality instruction** but in a "no frills" atmosphere.
- This is your opportunity to accelerate your progress through the courses and/or to allow you to complete your course requirements.
- All classes are 1 ½ days in length (9 hours of instruction). You must attend full contact hours to receive credit for the class. See note below concerning late arrivals and early departures.

WHEN: Saturday, July 11, 2009 through Saturday, July 18, 2009 (NOTE: Class concludes at 4:30 p.m. on July 18)

Students meet at 8:33 a.m. in the Ballroom, Baton Rouge Marriott Hotel, for check in. Class begins at 9 am

WHERE: Baton Rouge Marriott Hotel, 5500 Hilton Ave, Baton Rouge, LA 70808 Phone: 225-924-5000

HOTEL RESERVATIONS: Special Rates have been negotiated with the Baton Rouge Marriott Hotel. Our special group rate is \$119 per night, plus taxes. Call **Reservations Direct: 1-800-228-9290, or Fax: 225-926-8152.** You must make your own hotel reservations **no later than 5 PM Wednesday, June 17, 2009.** After that date, they do not have to hold rooms for us nor do they have to honor the special rates. You must mention the "THE ELECTION CENTER 2009" to reserve rooms at the special rate. **DO NOT DELAY.**

TRANSPORTATION: The nearest airport is Baton Rouge, LA (BTR). However, it may be considerably cheaper to fly into New Orleans (MSY) and rent a car to drive to Baton Rouge. It is about 1 to 1.5 hours to drive it. You are responsible for arriving on time to the first morning's meet in the hotel Ballroom at 8:33 a.m.

DEADLINE for registration: **Friday, June 26, with Check for payment.** For jurisdictions that must pay from a budget with a new fiscal year that begins on July 1st, a non-cancellable purchase order will be accepted. You must send written notification via fax or email & obtain approval by Election Center for this exception. We do not accept credit cards.

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

You may choose from one to five courses to attend [See Registration Form]. Unless you are notified that the class is full, you will receive an email confirmation once your registration has been received and processed. Remember this session has been scheduled for a one-week time period to assist YOU in gaining certification quickly and cost-efficiently. 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

Special Summer Session at Baton Rouge, LA 2009

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

- Make tuition checks payable to **The Election Center**. 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 Friday, June 26, 2009**. **Late registration (only if space available) requires a fee of \$100 per person.**
- Cancellations limited due to short notification period and class limitations. Written cancellations received by Friday, July 3, 2009 will result in credit issued for other Election Center events and/or PEP classes; **no refunds will be given.** Cancellations must be directed to services@electioncenter.org 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 available until 12-31-2010; unused credits will result in forfeiture. Cancellations received after July 3 result in financial obligation of participant.
- Tuition listed is at Election Center MEMBER level. **Add \$100 per class per person for non-members.**

CLASS	ENROLL [CHECK CLASS]	TUITION [MEMBER PRICE]
SAT, JULY 11 (9-4:30) & SUN, JULY 12 (9-NOON) COURSE V DR. CLIF PERRY Ethics of Elections and Voter Registration	_____	\$239.00
SUN, JULY 12 (1:30-4:30) & MON, JULY 13 (9-4:30) COURSE III DR. PAULA BOBROWSKI Planning and Budgeting in Voter Registration and Elections	_____	\$239.00
TUE, JULY 14 (9-4:30) & WED, JULY 15 (9-NOON) COURSE II DR. CHRISTA SLATON Management in Voter Registration and Elections	_____	\$239.00
THU, JULY 16 (9-4:30) & FRI, JULY 17 (9-NOON) COURSE I DR. ROBERT MONTJOY Introduction to Voter Registration and Election Administration	_____	\$239.00
FRI, JULY 17 (1:30-4:30) & SAT, JULY 18 *(8-4:30 PM)* COURSE IV MS. CONNIE SCHMIDT Information Management and Technology	_____	\$239.00
<u>Non-members Add \$100 PER CLASS (\$100 X ___ Classes)</u>		\$ _____
[Save money, Become a member today! Contact us for membership materials.]		
<i>Late Fee for Registration Received after June 26: Add \$100 PER PERSON</i>		\$ _____
TOTAL NUMBER OF COURSES AND TUITION	_____	\$ _____

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.