

# Optivation

Shape Your Future

## Workplace Coaching Registration Form

**Four Easy Ways to Register:**

1. E-mail: [optivation@bemidjistate.edu](mailto:optivation@bemidjistate.edu), send in this completed form as an attachment.
2. Fax: Fax your registration to Optivation at 218-755-4011
3. Mail: Mail your registration to Optivation, #34, 1500 Birchmont Drive NE, Bemidji, MN 56601
4. In-Person: Deliver to 1500 Birchmont Dr. NE, Bridgeman Hall

**After you register:**

You can assume that you are enrolled. **No confirmation letter will be sent.** If a workshop is canceled, you will be contacted by phone. Northwest Technical College reserves the right to cancel workshops due to unforeseen circumstances (a full refund will be granted).

**Registration Deadline:** Seven (7) days prior to course date.

**Training Location:** Bemidji State University, Bridgeman Hall, Room 204, Bemidji, MN 56601

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Information:** Please print clearly – If applicable, CEUs/certificates will be created as name appears below:

**Name** \_\_\_\_\_  
 Last First MI (previous name if applicable)

**Home Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work/Cell Phone** \_\_\_\_\_ **Student ID (If known):** \_\_\_\_\_

**Resident of MN?**  Yes  No **County:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Employer's Mailing Address:** \_\_\_\_\_

**Request for Confidential Information:** Providing the following information is voluntary. This information is used only to assist Minnesota State Colleges and Universities in evaluating learner recruitment and retention policies. (Your Social Security number must be provided in order for you to claim tax deductions under Hope Scholarship and Life-Long Learning tax laws.)

**Social Security #:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_ **Gender:**  Male  Female

**Race and Ethnic Background** (select any that apply):

- |                                                    |                                                                    |                                  |
|----------------------------------------------------|--------------------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> Asian                     | <input type="checkbox"/> American Indian or Alaska Native          | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Hispanic or Latino                        |                                  |
| <input type="checkbox"/> White                     | <input type="checkbox"/> Native Hawaiian/or other Pacific Islander |                                  |

**Course Registration Information:** These are courses for non-degree seeking students only; financial aid is not applicable. **PAYMENT MUST ACCOMPANY THE REGISTRATION FORM.** Registrations will be processed on a first come-first served basis. Class sizes are limited, so early registrations are encouraged. Your class reservation is confirmed by payment of fee. No written confirmations are sent. You will receive a 100% refund if you withdraw two business days prior to the first class, no refunds after that. A full refund will be made if the course is cancelled. **Please circle the course(s) you are interested in registering for:**

Course Number / Title	Course Date	Withdrawal Deadline	Fee
CRI 3001 / Workplace Coaching (Course ID# 124336)	11-Oct thru 1-Nov-2011	4-October-2011	\$100.00

			\$

**Payment Type: (payment, purchase order, or billing information must accompany registration)**

Check Enclosed (make check payable to Northwest Technical College)  
 Cash  Credit Card  
 Bill my Employer (PO # \_\_\_\_\_) Type:  VISA  MasterCard  Discover  
 Company Name \_\_\_\_\_ Credit Card Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Upon request this document can be made available in alternate formats. If you need a reasonable accommodation for a disability, such an accommodation can be made available upon advance request. Please contact Optivation as soon as possible. For TTY communication, contact the Minnesota Relay Service at 612-297-5353 or 1-800-627-3529

**A member of the Minnesota State Colleges and Universities system | An affirmative action, equal opportunity educator and employer.**