Professional Training Registration Form

Contact Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department, Agency or Company* see below</th>
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<td>Division or Section if applicable.</td>
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<td>Street Address</td>
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<td>City, Prov., Postal Code</td>
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<td>Home Phone: Work Phone:</td>
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E-Mail (work &/or personal) Work: Personal:

If you are not alumni of NPSIA or a member of the Ottawa Diplomatic Association would you like to receive email announcements on future training programs? Yes___ / No___.
If yes please circle or highlight your preferred email address above.

Workshop:

The Professional Certificate in Performance Audit for International and Public Affairs Management
A 4-Day intensive workshop in applied public sector management for performance audit operations in Canada and abroad.

Dates: Monday October 22 to Thursday October 25, 2018

Trainers: Michael McLaughlin and Bill Rafuse

Fees: $1,500 + HST = $1,695 until September 28, 2018.
$2000.00 + HST = $2,260.00 thereafter.

Complete your Registration

Scan and email or post this registration form to NPSIA-PT&D at the coordinates below. You will then be provided with an invoice and will receive instructions for completing your registration by credit card, cheque or wire payment. * NOTE, if you are submitting this registration form as an employee of an institution it is presumed that you, the registrant, have secured approval for funding. Receipt of this form will be considered binding. A seat will be guaranteed and the sponsoring institution will be obligated to complete payment upon receipt of our invoice.

Registration - The Office of Professional Training and Development (NPSIA – PT&D)
Room 2118 Dunton Tower
Carleton University
1125 Colonel By Drive, Ottawa, ON K1S 5B5

Email: npsia-ptd@carleton.ca

Payment and refunds:

Refund policy: Registration fees for this workshop are refundable up-to 10 business days before the start of training less $500.00 + HST for administration. This policy does not apply to Corp. Training Agreements.

Cancellation policy: NPSIA–PT&D reserves the right to cancel scheduled training programs up-to 5 business days in advance of the start of training should there be insufficient subscription. Full refunds will be issued upon notification.