

# Prosci® Change Management Certification Program Registration Form – Pending Invoice



Send via email to  
[register@prosci.com](mailto:register@prosci.com)



## Participant Information

### \*Required Fields

\*Participant Name:  \*Today's Date:

(As you would like it to appear on a certificate)

\*Organization Name:  \*Phone:

\*Address, City, State, Zip:

\*Job Title:  \*Email:

\*Emergency Contact and Relationship:  \*Phone:

Do you plan on attending the welcome dinner at 7 p.m., Monday night?    Yes    No

\*Do you have any food allergies?

Name and email of person to send the pending invoice to (if different than actual participant):

What will be your method of payment?    Credit card    Check    Wire transfer

Is your organization tax exempt? If yes, please provide a certificate of tax exemption.    Yes    No

## Course Information

\*Date of Class:  \*Program Location:

Program Fee:  \$4,400 (1st person)

\$3,900 (each additional person from the same company, at the same program, working on the same project)

The all-inclusive program fee includes the following:

- Certification in the industry-leading Prosci change management methodology, including one-on-one application coaching
- License to apply the Prosci change management methodology to unlimited projects
- Three-night stay at the venue including all meals, activities, gratuities and meeting fees. It is mandatory to stay at the venue.

# Important Details

**Your spot is secured when payment is received.** When your participation is confirmed, you will receive a welcome letter, via email, providing details of the course and venue. You will need to make your own flight and transportation arrangements.

\* What motivated you to attend this course? (What is happening in your organization that has created a need for change management?)

## Notes

**Terms and Conditions**  I agree to the Terms and Conditions

**Cancellation and Venue Stay Policy:** All participants are required to stay at the program venue. If any cancellation notice is received by Prosci from you 31 or more calendar days before the program start date, the program fee is fully refundable or transferable to another session date. If any cancellation notice is received between 30 and 15 calendar days before the program start date, the program fee is nonrefundable and 75% can be transferred to a subsequent session (25% change fee). If cancellation notice is received 14 or fewer calendar days before the program start date, the program fee is nonrefundable and 50% can be transferred to a subsequent session (50% change fee). All cancellation or transfer requests must be sent to Prosci electronically at [register@prosci.com](mailto:register@prosci.com).

**Release of Liability and Indemnity Agreement:** In consideration for participating in Prosci's program (the "Event") and to the greatest extent permitted by law, you assume all risks associated with participating in the Event known or unknown, including but not limited to, injury and/or death, and you hereby release Prosci, Inc., its employees, consultants, insurance carriers, officers, directors, representatives, and agents (hereinafter the "Released Parties") from any and all liability and/or claims that you may be entitled to bring on your own behalf that arise from participation in the Event, including claims based on negligence or breach of warranty. To the fullest extent permitted by law, you agree to indemnify and hold harmless the Released Parties from any and all claims, including those of a third party, and to not make claims or file any actions against any of the Released Parties arising in whole or in part from participation in the Event. You further agree to pay all costs, including attorney's fees, incurred by any Released Party in defending a claim or suit brought by you or on your behalf. You understand that participating in any additional activities beyond the Event is voluntary and that your change management certification is not contingent upon participation in any such activity.

**Governing Law:** These terms shall be governed by the laws of the state of Colorado.

**Email Communications:** By registering for this program, you agree that Prosci may contact you with information related to this course at the email you have provided. You may unsubscribe from email communication at any time.

**Automated Renewal:** As a part of this program you will be receiving the Practitioner eToolkit for twelve months. This product is a subscription tool that is automatically renewed each year with the credit card that is used during registration. For more information on how to change the credit card for renewal please email [subscriptions@prosci.com](mailto:subscriptions@prosci.com).

**Privacy Policy:** Know your data privacy rights (<http://empower.prosci.com/know-your-data-privacy-rights>). By agreeing to these terms and conditions, you acknowledge your consent to Prosci's collection and use of all information you provide to Prosci in accordance with Prosci's privacy policy, located at [www.prosci.com/privacy-policy](http://www.prosci.com/privacy-policy).