

# NAEOP WEBINAR REGISTRATION FORM

**Registrant Information:**

Registrant Name \_\_\_\_\_ Membership # \_\_\_\_\_  
(First) (Last) (CEOE)  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Email address \_\_\_\_\_  
Office Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

**Full Registration:**

(Full registration includes six one hour webinars, handouts where applicable, links to webinars after live presentations, and PSP credit.)

Registration	Fee	Amount	Time of Session (choose one)	
Full Registration—Member	\$125	\$ _____	EST 12-1 pm _____	EST 2-3 pm _____
Full Registration—Non-member	\$175	\$ _____	EST 12-1 pm _____	EST 2-3 pm _____

**Webinar presentations and dates: Enhancing the Skills of the Educational Office Professional**

September 22, 2016      Microsoft Excel Tips & Tricks  
October 20, 2016      Microsoft Word Tips & Tricks  
November 17, 2016      All Things Google  
February 16, 2017      Effective Business Writing  
March 16, 2017      Building Postive Relationships at Work  
May 18, 2017      Creating SMART Goals

Participants will receive 6 hours of PSP Educational Credits for successfully completing the series and will receive a certificate at the end of the series. Webinars will be offered with a minimum of twenty participants per session. Each session will be presented at least one time during the date shown unless otherwise notified.

**Payment Method (All fees are payable in U.S. dollars):**

**TOTAL FEES**      \$ \_\_\_\_\_

Copy of Purchase Order is attached  
 Enclosed is a check or money order payable to NAEOP  
 \*Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_  
Name on Credit Card \_\_\_\_\_  
Address of Credit Card Holder \_\_\_\_\_  
*\*Please note: a \$5 convenience fee is applied to all credit card transactions.*      Signature \_\_\_\_\_

**Return completed form and payment to: NAEOP | 1841 S Eisenhower Ct. | Wichita, KS 67209  
Fax: 316-942-7100 | Email: naeop@naeop.org**