

**NOTE: SCAN YOUR SIGNED, DATED AND COMPLETED REGISTRATION FORM AND
SEND ALONG WITH YOUR CV/RESUME TO: INFO@EVMI.COM**

	Step 1: Student Information	Please complete all fields:
1	Your name is exactly what will appear on your certificate *First Name:	
2	Your name is exactly what will appear on your certificate *Middle Name:	
3	Your name is exactly what will appear on your certificate *Last Name:	
4	*Job Title:	
5	*Organization:	
6	*Mailing Address:	
7	*City:	
8	*State:	*Zip Code:
9	*Country (If Outside the USA):	
10	*Work Telephone Number (include country code if outside USA)	
11	*Permanent Telephone Number	
12	*FAX Number:	
13	*WORK EMAIL ADDRESS	
14	*PERMANENT EMAIL ADDRESS (Needed in case you change jobs. Example: abc@gmail.com, 123@yahoo.com)	
15	*What is your highest level of education?	
16	*Resume Is Required. Is Your Resume Included?	
17	*Was the www.evmi.com website useful?	
18	*How did you hear about the Earned Value Management Fundamentals Program? OR Please Provide Full Name of who you were referred by:	



**EVMi® 101 Earned Value Management Fundamentals
Program Application**

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Step 2: Course Information

For course locations, visit: <http://www.evmi.com/evm-fundamentals> and view under the **Registration, Payment and Schedule of Classes section**

Course name:	EVMi® 101 Earned Value Management Fundamentals (2 DAYS)
Date:	
*Location: (Select One Location Only)	

Step 3: Payment Information

Please complete your payment information below. Note that EVMi® must receive full payment for course(s) registered by the **5 Days** before the Start Of Class. An email confirmation will be sent to you upon receipt of full payment including further instructions. You must pay in full before start of class. Please there are no exceptions.

****CORPORATE ONSITE/ONLINE TRAINING** ALL CORPORATE ONLINE TRAINING MUST BE PRE-APPROVED ONE MONTH IN ADVANCE OF TRAINING AND REQUIRES A MINIMUM OF 100 PARTICIPANTS; AND A MINIMUM OF **1000 (ONE THOUSAND)** PARTICIPANTS IS REQUIRED FOR ONSITE TRAINING IN THE USA AND CANADA. ADDITIONAL COSTS SUCH AS INSTRUCTOR FLIGHT, PER DIEM, HOTEL AND OTHER DIRECT COSTS (ODC) MAY APPLY

**PLEASE CHECK PAYMENT METHOD:
PAYMENT METHOD:**

Credit Card Via PAYPAL (SEE CREDIT CARD POLICY BELOW)

Payment via BANK Transfer (Bank Payment Instructions will be sent in separate email)

COST:
Price of 1 (One) EARNED VALUE MANAGEMENT (EVM) FUNDAMENTALS COURSE PARTICIPANT = \$1,999.00
Number of Registrant(s) _____ x \$1,999.00 = TOTAL= _____
(A MINIMUM OF 25 PARTICIPANTS IS REQUIRED)



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PAYMENT POLICY: CREDIT CARD PAYMENTS VIA PAY PAL: EVMi® Earned Value Management Institute® accepts the following major credit cards for payment via Pay Pal: VISA, MASTER CARD, AMEX, and DISCOVER. All Credit Card Payments are processed online via Pay Pal at:
<http://www.evmi.com/evm-fundamentals/#registration-forms-payment>

IDENTIFICATION FORMS REQUIRED: 2 official forms of PICTURE identification are required for the Earned Value Management Fundamentals training program and must be presented before the start of class. Accepted identifications can include military ID; Official country issued passport; Voters registration card; State issued ID; State issued Driver's License. Your identification must be current. You will not be allowed to sit for the class or exam if your identification has expired. All **online** participants must present a notarized letter that proves identification using the EVMi Affidavit of Identity.

ATTENTION: All participants taking the Earned Value Management Fundamentals via **online mode (virtual)** must download, complete and submit EVMi®'s Affidavit of Identity form which is located at:
<http://www.evmi.com/evm-fundamentals/#registration-forms-payment>

AIRLINE TICKETS & HOTELING: Please do not make non-refundable airline reservations and hotel arrangements unless you have received a confirmation e-mail.

EVMi®'s CANCELLATION POLICY: Substitutions are permitted at any time up to the start of the course. If you cancel your registration more than two weeks prior to the course start date, your full tuition will be refunded less processing fee of \$100.00. If you cancel less than two weeks prior to the course, you will be responsible for the full tuition and receive a transfer voucher. If you fail to attend the course without advanced notification, you will be responsible for full tuition.

EVMi®'s INTELLECTUAL PROPERTY POLICY: By registering for the Earned Value Management Fundamentals you FULLY acknowledge that ALL of EVMi® Earned Value Management Institute®'s training materials are protected by United States and international copyright laws. In addition, you agree not to use any content of EVMi®'s training materials, including the concepts and ideas expressed in the Earned Value Management Fundamentals for purposes of training and distribution of competing products or services. Please sign below to confirm that you fully agree with EVMi®'s intellectual property and cancellation policy. By signing this application, you fully agree that all information provided in the completion of this Earned Value Management Fundamentals application is true and accurate.

NAME IN FULL:
SIGNATURE:
DATE:

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Reminder:

PLEASE FULLY COMPLETE, SCAN AND SEND THE FIRST THREE PAGES, SIGNED AND DATED, AND INCLUDE YOUR COMPLETED EVMi AFFIDAVIT OF IDENTITY FORM AND YOUR MOST RECENT RESUME OR CURRICULUM VITAE (CV) ALONG WITH TWO SOFTCOPY SCANS OF YOUR 2 x 2 PASSPORT SIZED PICTURES IN .JPEG FORMAT OF YOUR FRONT FACE AND SEND VIA EMAIL TO info@evmi.com FOR PROCESSING

IF YOU ARE TAKING THE CLASS ONLINE, COMPLETE AND ALSO INCLUDE EVMi[®]'s AFFIDAVIT OF IDENTITY FORM WHEN SENDING IN YOUR COMPLETED FORMS