

# 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:

\*Organization Name:  \*Phone:

\*Address, City, State, Zip:

\*Job Title:

\*Emergency Contact and Relationship:  \*Phone:

\*Participant's Email: For all program needs (Portal tools, comms, and Certificate access)

\*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: ☐ \$4,850 (1st person of individual)

☐ \$4,350 (each additional person from the same company, attending the same program date)

The 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
- Breakfast and lunch during the program

## 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. If needed, you are responsible for any transportation and or stay 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 Policy:** If cancellation notice is received more than 30 calendar days before the program, the program fee is fully refundable or transferable to another session date. If cancellation notice is received within 30 to 15 calendar days of the program start date, the program fee is nonrefundable but can be transferred to a subsequent session within a year with a 25% change fee. If cancellation notice is received within 14 calendar days of the program start date, the program fee is nonrefundable and 50% can be transferred to a subsequent session (50% change fee) within a year. All cancellation/transfer requests must be received in writing (send email to [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.

**Automated Renewal:** As a part of this program you will be receiving digital materials for twelve months. These digital materials include subscription tools that automatically renew each year with the credit card that is used during registration. For more information on how to change the credit card for renewal or to opt-out 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). If you have any additional questions about Prosci's privacy practices please contact us at [privacy@prosci.com](mailto:privacy@prosci.com) or toll-free at 1-800-700-2831.