



**2016 Grant Administrator
Continuing Education Training Registration Form**

All five (5) courses are held at:
 Indiana Government Center South Conference Center
 302 W. Washington Street
 Indianapolis, IN 46204

From 9:00 a.m. – 4:00 p.m. unless otherwise noted.

Registration will begin at 8:30am. Successful completion of CDBG 101 is a prerequisite for ALL Continuing Education courses.

Select all courses you wish to register for. *Courses are one day only -- material is identical at both sessions offered for each course* (all dates subject to change).

Registrant information:

Name _____

Business/Organization Government _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Cell phone in case of last minute cancellation _____

Income Surveys: *!!Registration for this class is at 12:30 p.m.; Class goes from 1:00 pm – 4:00 p.m.!!*

				Conf. Center Room
August 9, 2016	4 credit hours	\$25.00	14	
August 23, 2016	4 credit hours	\$25.00	14	

Acquisition and Environmental Review:

				Conf. Center Room
August 16, 2016	8 credit hours	\$40.00	19	
August 30, 2016	8 credit hours	\$40.00	19	

Procurement, Contract Development and Civil Rights:

				Conf. Center Room
September 14, 2016	8 credit hours	\$40.00	17	
September 27, 2016	8 credit hours	\$40.00	14	

Turn over for: Labor Standards & Financial Management, Recordkeeping and Grant Closeout

Labor Standards:

October 5, 2016	8 credit hours	\$40.00	Conf. Center Room 14
October 19, 2016	8 credit hours	\$40.00	2

Financial Management, Recordkeeping and Grant Closeout:

November 2, 2016	8 credit hours	\$40.00	Conf. Center Room 14
November 15, 2016	8 credit hours	\$40.00	C

Payment information:

Please enclose a check payable to the Indiana Office of Community and Rural Affairs for total of all courses. Session fees are non-refundable and non-transferrable. Payment **MUST** be enclosed for registration to be processed.

Registration form must be received **ONE WEEK prior to event date,** or until all spaces are filled.

Return form via mail to:

Indiana Office of Community and Rural Affairs
c/o Corrie Scott
One North Capitol, Suite 600
Indianapolis, IN 46204

SPACE IS LIMITED – PLEASE REGISTER EARLY!