



# 2010-11 Event Registration

Register online at: [www.gomiem.org](http://www.gomiem.org)

Date	Class	Time	Cost	Amount
<b>MSBO Certification Classes</b>				
10/21/10	Overview of Human Resource Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/1/10	Introduction to Facilities Management	8:45 am-noon	\$70 member/\$100 nonmember	\$
11/1/10	Introduction to Operations Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/2/10	Accounting Manual/Chart of Accounts-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
11/4/10	Effective Communications-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
11/11/10	Technology for Operational Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/30/10	Insurance and Risk Management-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/7/10	Payroll and Related Personnel Issues-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/9/10	Purchasing-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/6/11	Financial Analysis-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/11/11	Record Keeping Retention/Automation-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
2/10/11	Technology in the Classroom	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
2/17/11	Time Management-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/8/11	Team Leadership	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/8/11	Strategic Planning	12:45-4:00 pm	\$70 member/\$100 nonmember	\$
3/24/11	Labor Relations/Employment Law	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
<b>SAPC Certification Classes</b>				
10/1-29/10	Marketing Your School	online class	\$75 member/\$90 nonmember	\$
2/1-28/11	Be Direct with Respect	online class	\$75 member/\$90 nonmember	\$
4/1-29/11	The Leader in You	online class	\$75 member/\$90 nonmember	\$
<b>Other Workshops</b>				
7/19-22/10	English Language Learners SIOP Training-Oakland Schools		\$350	\$
8/9-12/10	English Language Learners SIOP Training-Ottawa ISD		\$350	\$
8/23-26/10	English Language Learners SIOP Training-Ingham ISD		\$350	\$
				<b>TOTAL</b>

## Registration Information—please print

Name: \_\_\_\_\_  
 Name for Badge: \_\_\_\_\_  
 Title/Position: \_\_\_\_\_  
 District/Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-mail (required): \_\_\_\_\_  
 Special Services Requested: \_\_\_\_\_

## Payment Information:

Check enclosed payable to MIEM for \$ \_\_\_\_\_  
 Charge my:  Visa  MasterCard  
 Cardholder's Name: \_\_\_\_\_  
 Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
*Please sign as it appears on your credit card*

### Mail your completed registration form with a check to:

MIEM, 1001 Centennial Way, Ste. 300, Lansing, Michigan 48917

### Fax with purchase order or credit card number to:

517.327.0771

Questions: 517.327.2589

Register online at: [www.gomiem.org](http://www.gomiem.org)

**Weather Policy:** In event of bad weather, please check [www.gomiem.org](http://www.gomiem.org) for delays and program updates.

### Payment Policy:

Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. You can bring payment with you on the day of the event to avoid the late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

### Cancellation Policy:

A \$25 service fee will be retained for cancellations. No refunds will be issued for cancellations made two weeks prior to the event. Substitutions may be allowed until the start time of the program without penalty, by emailing [danielle@gomiem.org](mailto:danielle@gomiem.org).

### SB-CEUs:

SB-CEUs may be granted pending approval. You must be on time and stay until the end of the program.