



## FOUNDATIONS OF INTELLIGENCE ANALYSIS TRAINING REGISTRATION FORM—OPEN CLASS

**IALEIA**



TRAINING DATES: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

IALEIA Member: YES NO LEIU Member: YES NO

IALEIA Member #: \_\_\_\_\_ I Have a Laptop for Class: YES NO

Send Invoice To: \_\_\_\_\_ Email: \_\_\_\_\_

***Your signature below indicates your approval of this training request and your authority to do so.  
You also acknowledge you have read the policies detailed below.***

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email registration form to: [Registration@FIATtraining.org](mailto:Registration@FIATtraining.org)

### ***Registration fee due 30 days before class starts***

Fee is \$750 (IALEIA/LEIU members receive a \$150 discount)

Invoices will be emailed 30-45 days before class and will have a link to pay via credit card.

Make check or money order payable to: **FIAT Training**

Mail to: Michele Panages/LEIU, 4949 Broadway – G-257, Sacramento, CA 95820

#### **TECHNOLOGY REQUIREMENTS:**

Each student is required to bring a laptop to class each day of the training. After the class becomes official class material is expected to be on each student's computer by the first day of class. You are also required to have Microsoft Word and PowerPoint as well as Adobe Reader (or Acrobat). If your agency/company policy prohibits downloads, the thumb drive is disabled or you do not have access to these programs, please contact the Lead Instructor immediately.

#### **UNPAID REGISTRATION POLICY:**

Registrations that have not been paid by Monday, two weeks prior to the start of class, will be removed from the class unless payment arrangements have been made prior to the due date. Do not make any non-refundable travel arrangements until you have been notified this class is official.

#### **FIAT REFUND/CANCELLATION POLICY:**

Registrations are completely refundable up to the Monday, two weeks prior to the start of class. After that time, the refund will be 50% of the amount paid or you will be invoiced for 50% for cancellations after that date. To receive a refund or not be invoiced, formal notification of withdrawal from the class must be received from the student or agency representative. Students in "no show" status at the end of the first day of class will not receive a refund. Persons who attend the class one or two days but, for whatever reason, cannot complete the week will receive a refund of 50% of the amount paid.