

SHRM Learning System ORDER FORM

_____ SHRM Learning System Kit(s) - \$620
_____ SHRM Learning System Kit and Preparation Class - \$840
_____ 10-week Preparation Class (no kit*) - \$220

Name: _____

Employee Number: _____

Employer/Agency: _____ Agency Code: _____

Employer/Agency Mailing Address: _____

Phone: _____ Email: _____ Fax: _____

Pre-Payment Required: Pre-Payment source (check one)

_____ **Check or Money Order Enclosed (made payable to "Treasurer of Virginia")** - Individual or organization checks must be received by WCS no later than 2 weeks prior to the start date of the class. Participant and Class information must be provided with all payments. If you plan to pay by check, and payment cannot be made two weeks prior to class, you must bring a certified check or money order with you on the first day of class. You must contact WCS to advise us that you will be bringing payment with you and to confirm that there is still space in the class.

_____ **Agency Payment** – The course and participant name must be inserted in the description field and the voucher number must be completed. A copy of the IAT must be faxed to Pam Goetz at (804) 786-8840 prior to the last registration date. See the following coding information for IAT payment:

Inter-Agency Transfer Codes:	Trans Code:	136
	Agency #:	129
	Fund:	0742
	Revenue Source:	03007
	Project #:	56170
	Cost Code:	505

If Agency Payment: **Billing Contact Person:** _____ **Phone:** _____

Mail order form to: *Workers' Compensation Services SHRM Registration*
 101 N. 14th Street, 6th Floor
 Richmond, VA 23219
or fax to: *(804) 786-8840*

Class Registration

Be sure that if you are taking the 10 week course, you register through the Knowledge Center for the class. Individuals must register for this class in the Knowledge Center before May 30 or wait until after June 22. This form is for payment only and does not register you in the class!