



2017 Certification Classes Registration

Register online at: www.gomiem.org

Date	Class	Time	Cost	Amount
				TOTAL \$
1/10/17	Time Management — Webinar	8:45 am – noon	\$90 member/\$120 nonmember	\$
1/11/17	Overview of State Reporting — Webinar	8:45 am – noon	\$90 member/\$120 nonmember	\$
1/12/17	Record Keeping Retention/Automation — Webinar	8:45 am – noon	\$90 member/\$120 nonmember	\$
1/24/17	Security Disaster/Recovery — Webinar	8:45 am – noon	\$90 member/\$120 nonmember	\$
2/9/17	Introduction to Facilities Management	8:45 am – noon	\$90 member/\$120 nonmember	\$
2/9/17	Introduction to Operations Management	8:45 am – 4:00 pm	\$160 member/\$220 nonmember	\$
2/14/17	Accounting Manual and Chart of Accounts — Webinar	8:45 am – noon	\$90 member/\$120 nonmember	\$
2/16/17	Principles of Contract Writing — Webinar	8:45 am – noon	\$90 member/\$120 nonmember	\$
2/22/17	Technology in Education	8:45 am – 4:00 pm	\$160 member/\$220 nonmember	\$
3/7/17	Team Leadership	8:45 am – noon	\$90 member/\$120 nonmember	\$
3/7/17	Team Leadership	12:45 pm – 4:00 pm	\$90 member/\$120 nonmember	\$
3/14/17	The ABC's of State Reporting: State Reporting 101	8:45 am – 4:00 pm	\$160 member/\$220 nonmember	\$
3/21/17	Labor Relations/Employment Law	8:45 am – 4:00 pm	\$160 member/\$220 nonmember	\$
3/22/17	Purchasing Advanced	8:45 am – 4:00 pm	\$160 member/\$220 nonmember	\$
3/30/17	Accounting for the Non-Accountant	8:45 am – 4:00 pm	\$160 member/\$220 nonmember	\$
				TOTAL \$

Registration Information—please print

Ms. Mr.

PIC: _____

Full Name: _____

Name for Badge: _____

Title/Position: _____

District/Firm: _____

Address: _____

City/State/Zip: _____

Phone #: _____

E-mail (required): _____

Special Services Requested: _____

Payment Information:

Check enclosed payable to MIEM for \$ _____

Charge my:

Visa MasterCard Discover American Express

Cardholder's Name: _____

Card#: _____

Exp. Date: _____ CSV: _____

Signature: _____

Please sign as it appears on your credit card

View www.gomiem.org to check status of membership. To receive savings, membership must be current.

Mail your completed registration form with a check to:

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

Fax with purchase order or credit card number to:

517.327.0771

Questions: 517.327.2589

Register online at: www.gomiem.org

Weather Policy: Because we book our programs almost a year in advance, it is very difficult to cancel without costs involved. In event of bad weather, please check the www.gomiem.org website for scheduling 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: Cancellations must be in writing by emailing miem@gomiem.org. 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 miem@gomiem.org.

SCECHs: SCECHs may be granted to each participant pending approval. To receive the SCECHs, you must be on time and stay until the end of the program. SCECH filing is complimentary for MIEM members. You must provide a valid e-mail that matches within the Michigan Online Educator System (MOECS).