

StepUp Solutions, Inc. - Course Registration Form

Introduction to Capability Maturity Model® Integration (CMMI®) for Development Versions 1.3 or 2.0

Dates: July 2020 (exact dates are TBD)

Times: 8:00 am - 5 pm, first 2 days; 8:00 am - 3 pm (approx.) on the last day

Location: Sacramento area, California or Virtual training

To registration, please complete the form below and return using any method below:

- email: info@stepupsolutions.com
- fax: use this method if including credit card information (please call for fax number)
- mail: 4350 Gresham Drive, El Dorado Hills, CA 95762

For registration inquiries, please contact Diane McDonald, phone: (530) - 564 - 6332 <http://www.stepupsolutions.com>

Attendee Information:

Company:	Organization:
Last name:	First name:
Title:	Business number:
Mailing address:	<u>Credit cardholder</u> name & address:
Email address:	Access/special requirements:

Payment Fee and Options (please fill in): **Please call for course fees**, typically \$1350 per student.

Purchase Order # (terms net 7): _____ Check # (Payable to StepUp Solutions): _____

Credit card type & number: _____ Expiration date (mm/dd/yy): _____

Registration and Confirmation:

- Registration fee includes all course materials. Pre-course correspondence will be sent to the address listed in the form above.
- To be registered, complete and return this registration form. Registrations must be received at least 7 days before the first day of class. Late registrations will be considered based on available space.
- A course confirmation will be sent to students when the class is confirmed. **Students must wait for this confirmation before making any travel plans.**
- Please note: **Full attendance** (all 3 days) is required in order to receive the SEI's course completion certificate.
- PO, check, or credit card information must accompany registration or the registration will not be processed. **Terms on the PO must be net 7 days or less.** Payment must be paid prior to the class.
- Upon submission of this registration form, you are responsible for the terms stated below.

Cancellation Terms:

- Cancellations must be received in writing at least 7 days prior to the course start date. You may then reschedule, send a substitute, or receive a refund minus a \$75 administrative fee. Cancellations made less than 7 days before the course start date, you may send a substitute student, but refunds are not available.
- StepUp Solutions reserves the right to cancel a course with low attendance. If we cancel a course, we will notify the registrants and refund all registration fees.