Course participants have the option of either taking the exam on the same day or, if they feel they need more time to study the course materials, they may opt instead to take the exam during a later course. Exam results and certificates for those who pass the exam are generally distributed within 3-4 weeks. Participants can also choose to take the test on a computer with instant results, available only in our Falls Church office from 9am to 3pm Monday thought Friday.

Payment Policy: Payment in full is due at the time of registration. There is an additional $40.00 fee for on-site registration and/or if payment is received on site on the day of the course.

Cancellation Policy: 100% refunds will be issued if cancellation notice is received at least (7) seven business days prior to course administration. **There are no refunds for cancellations received within 7 business days of a scheduled course.** However for an additional fee of $40.00 registrations canceled less then 7 days prior to course may be transferred to another upcoming course.

10% discount off the total fee for groups or three of more students from the same company enrolled in the same class.

Questions? Call or go online
(202) 478-4188 ext. 3
(703) 236-5014 ext. 3

Registration Form

Please print neatly. Register me for the following course (note: you may attach a list of names for multiple registrations):

Course Date: _____

Name: _____ _____

Company or Organization: _____

Shipping
Address:_____

City, State & Zipcode: _____

Phone: _____ Fax: _____

E-mail: _____

_____
Amount of Payment:

☐ US$ 200.00 Payment on the day of the Class (space is not guaranteed)

☐ US$ 160.00 Advanced Payment required

☐ US$ 144.00 *(10% Group Discount)
*Only applies for groups of 3 or more people from the same company attending the same class

___ Check or Money Order ___Payment Enclosed

___ American Express ___ MasterCard ___ VISA

Card Number: _____

Expiration Date: _____

Name on Credit Card: _____

Signature: _____

*** Make check payable to *Education & Training Department* ***

Fax Completed Registration Form to: **(202) 318-8884** or mail to:

ORS Interactive, Inc - Education and Training Dept

6316 Castle Place, Suite 201 Falls Church, VA 22044