

# ACEC Online Class Registration Form

Please register me for:

Online Class 1: \_\_\_\_\_ Date: \_\_\_\_\_

Online Class 2: \_\_\_\_\_ Date: \_\_\_\_\_

Online Class 3: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Unless otherwise specified, all online classes begin at 1:30 p.m. and end at 3 p.m. Eastern.**

For a complete list of Online Classes available On-Demand, go to <https://www.acec.org/education/on-demand-online-classes>.

If you are paying by check, please print out form and mail with your payment to:

ACEC Continuing Education  
Attn: Online Seminar  
1015 15th Street, NW, 8th Floor  
Washington, DC 20005-2605  
Phone: 202-347-7474  
Fax: 202-789-7220, Attn: Online Seminar

## How It Works...

Upon receipt of your registration form and payment, you will receive a confirmation email. This email contains instructions for logging into the live online class and watching the presentation.

## Attendee Information

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

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

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Registration Fees (Per connection)

- \$229 - ACEC Members (or \$179 for 60 minute classes)
- \$329 - Non-Members (or \$279 for 60 minute classes)

## Payment Options

ACEC can accept payment by:

- Visa
- MasterCard
- American Express
- Check (Make payable to: ACEC/Online Class)

*If paying by check, do not submit by fax. Please print this form and mail to ACEC with your payment. Thank you.*

If paying via credit card, please fill out information below:

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVV Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Print this form and fax to 202-789-7220**

Questions regarding ACEC online classes? Send an e-mail to [education@acec.org](mailto:education@acec.org) or call (202) 347-7474.

## Refunds, credits, substitutions and cancellations

For cancellations received by ACEC at least thirty (30) days before the program date, ACEC will issue a full refund of registration fees, less a \$100 administration fee. For cancellations received by ACEC between twenty-nine (29) and fifteen (15) days before the program date, ACEC will issue credits toward future ACEC education seminars. Credits are valid for six months toward any ACEC seminar. For cancellations received by ACEC fifteen (15) days or less before a program date, ACEC will issue no refunds or credits. In addition, ACEC will issue no refunds or credits for "no-shows." Substitute attendee registrations may be made at any time.