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8:00 a.m. - 5:00 p.m. (Central Time Zone), Monday-Friday

**FAX:** Fax completed form to: +1-651-905-2669

**MAIL:** Mail completed form to: CertWise PM Learning Systems  
2975 Lone Oak Dr., Ste. 180, Eagan, MN 55121-1553 USA

## Shipping Information

Name			
Company/Organization		Job Title	
Shipping Address			
City ( )	State/Province	Country ( )	ZIP+4/Postal Code
Telephone Number		Fax Number	
E-mail Address ( <b>Required</b> for issuance of online access code and notification of product updates)			

## Order Information

5-Week Online Instructor-Guided Course	Price	Quantity	Total
Price includes: <ul style="list-style-type: none"> <li>▪ 5-Week online instructor-guided course (select dates below)</li> <li>▪ 3 Printed books (also accessible online with PDF viewer)</li> <li>▪ Access to online study tools for 1 year</li> </ul>	US \$2,295		
<b>Subtotal:</b>			
<b>Shipping Charges*</b> (see chart):			
<b>Sales Tax:</b> Please add applicable state and local sales tax on orders shipped to AL, AZ, CA, CO, DC, FL, GA, IL, IN, KY, MA, MD, MI, MN, MO, NC, ND, NE, NJ, NM, NV, NY, OH, OK, PA, TN, TX, VA, WA, WI, and WV. In Canada, add 5% GST.			
<b>Total:</b>			

**Shipping & Handling:** Your order will be processed immediately. One week prior to your course start date, your printed materials will be shipped and you will receive an email invitation to access the online software. Shipping will be provided via FedEx ground service unless otherwise specified. CertWise reserves the right to utilize alternate shippers when necessary. Orders shipped via FedEx ground will normally arrive within 5-7 business days of processing the order. Should your printed materials not arrive in time for your first course webinar, you will have access to them via the online software.

**Return Policy:** Participants may receive a full refund for cancellations up to eight days prior to the course start date. For course cancellations within 7 days of the course start date, there is a US\$150 course cancellation fee. The remainder of the course fees will be refunded if printed materials are returned in good resale condition and the online components have not been activated.

**Transfer Policy:** Course participants are allowed to transfer to a future session. If you request a transfer before the Registration/Transfer deadline there is a non-refundable US\$100 fee. If you choose to transfer once the course has begun there is a non-refundable \$595 transfer fee.

**Sales Tax:** We reserve the right to adjust tax amount to reflect actual/state local sales tax rates. If you are unsure of your appropriate sales tax, please call us or order online.

<b>*Shipping Charges</b>	
<b>Domestic (USA)</b>	
<input type="checkbox"/>	FedEx ground: US\$25 (US\$11 for each additional program)
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## Method of Payment

Credit Card     Money Order     Check#: \_\_\_\_\_  
(Checks and money orders must be made payable to CertWise PM Learning Systems.)

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Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3 or 4 digit Card Security Code: \_\_\_\_\_

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**Questions? Call +1-844-767-8444 or +1-651-905-2688 or e-mail [PM-info@certwise.com](mailto:PM-info@certwise.com)**