



“Square One @ ODU” Registration Form – 2008-2009
PEI Training Courses/Audio-Web Conferences

(Only One Name and Course per Registration form)
-COPY AS NEEDED-

Please Print in Black Ink

Last Name: _____ First Name: _____ Middle Initial: _____

Agency Name _____

- Norfolk City Agency
- Virginia Beach City Agency (City agencies must be verified)

Agency Mailing Address: _____

City, State, Zip: _____

Office Phone: _____ Office Fax: _____

Home Phone: _____ Email Address: _____

Please register me for the following:

Course #	Course Name	Course Date	Location

Registration /Payment Procedures:

- 1) Registration forms may be **faxed to (757) 683-5405 or mailed to the address below:**
Programs for Continued Learning
Darden College of Education, Room 122
Old Dominion University
Norfolk, VA 23529
- 2) Checks/Money Orders must be made payable to: **Old Dominion University.**
- 3) Please do not send cash.
- 4) If using a VISA or Mastercard, call 757-683-4247 with information.
- 5) You may also register by sending a Purchase Order or letter from your Training Director, or other authorized official, on company letterhead, requesting an invoice.
- 6) If a course is cancelled, your money will be refunded.

Please call ODU Programs for Continued Learning at 757-683-4686 with registration/payment questions.

****Registration confirmation will be sent prior to scheduled course.**

*****Directions to course locations will be available on the Square One website- www.SqOne.org**

Contact “Square One @ ODU” Director at 757-552-0293 or by email- info@SqOne.org