

**Office of Auditor of Accounts  
Wednesday, November 16, 2016  
Training Registration Form**

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

Agency/Firm: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

\$195      Wednesday, November 16, 2016

Amount Enclosed: \_\_\_\_\_

**Please make check payable to: Office of Auditor of Accounts**

If you are a State agency and require an intergovernmental voucher (IV), please provide the following:

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

Department ID: \_\_\_\_\_ State Location Code: \_\_\_\_\_

**Note: The Office of Auditor of Accounts will prepare the IV and send to the Agency.**

Registration form and payment must be submitted by Friday, November 4, 2016.

Please return the form and payment to: Debbie Kriegisch  
Office of Auditor of Accounts  
Townsend Building, Suite 1  
401 Federal Street  
Dover, DE 19901  
SLC: D370A

Please contact Debbie at 302-857-3907 or [Deborah.Kriegisch@state.de.us](mailto:Deborah.Kriegisch@state.de.us) with any questions.

*Refund Policy:* Refunds are provided if the attendee provides to AOA notice of cancellation at least two weeks prior to training (i.e. if the training is on June 5<sup>th</sup>, there is no refund for cancellations after May 24<sup>th</sup>.) For more information, please contact our office at 302-739-4241.

*Program Cancellation:* It is not AOA's practice to cancel trainings; however, there are instances that occasionally prevent an event from occurring, such as inclement weather. If an event such as this occurs, AOA will make every effort possible to reschedule the training.

*Complaint Resolution:* AOA will provide a written response to all CPE related complaints within 30 days. For more information, please contact our office at 302-739-4241.