

Office of Auditor of Accounts
November 12 - 13, 2014
Training Registration Form

Name: _____

Agency/Firm: _____

Address: _____

Telephone No.: _____

Email: _____

Please check which day(s) you will attend.

Both Days – \$350

Day 1 – \$200 Wednesday, November 12, 2014

Day 2 – \$200 Thursday, November 13, 2014

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, October 31, 2014.

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 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 5th, there is no refund for cancellations after May 24th.) 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.