

# 2nd Annual Cumberland Valley SHRM Diversity Conference

## Thursday, June 17, 2010



PRD 736 A

**8:00 am—12:00 pm**

(Registration/check in: 7:30 am)

**The Merle S. Elliott Continuing Education and Conference Center  
Career Programs Building, Hagerstown Community College**

**A Collaborative program between the Cumberland Valley SHRM**



Application will be made for HRCI for PHR/SPHR for recertification credit

Hagerstown Community College will be awarding  
.4 general continuing education credits

**Conference Fee: \$50.00**

Fee includes continental breakfast, continuing education credit, handout materials & certificate of completion. To register by phone, (have your credit card available) call 301-790-2800 ext 236.

Check [www.hagerstowncc.edu/coned/seminars](http://www.hagerstowncc.edu/coned/seminars) periodically for program updates.

For program information, email [ehalsey@aerotek.com](mailto:ehalsey@aerotek.com)

# Center for Continuing Education

Hagerstown Community College  
 11400 Robinwood Drive  
 Hagerstown, Maryland 21742-6514

Phone: 301-790-2800, Ext. 236  
 Fax: 301-582-4001  
 E-mail: learn@hagerstowncc.edu

## Fax Transmittal Form

TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Organization Name/Dept.: \_\_\_\_\_ Organization Name/Dept.: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Date Sent: \_\_\_\_\_ Time Sent: \_\_\_\_\_ Number of pages (including cover page): \_\_\_\_\_

### FOUR EASY WAYS TO REGISTER!

**FAX** your registration form with credit card info to: 301-582-4001

**-OR-**

**MAIL** your registration form and payment to: Center for Continuing Education, Hagerstown Community College, 11400 Robinwood Drive, Hagerstown MD 21742-6514

**-OR-**

**PHONE** 301-790-2800, ext. 236; please have credit card information available. You will be mailed a pre-paid postcard to sign and return to the college

**-OR-**

**IN PERSON** visit HCC's Valley Mall Training Center located across from the Valley Mall Management Office near the rear entrance of JC Penney or visit HCC's Main Campus, Administration Building

Walk-in registrations will be processed before mail-in, faxed, and phone-in registrations.

 TS:RS:cm 2/26/10



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 301-790-2800, extension 236 • Fax: 301-582-4001 • learn@hagerstowncc.edu

Center for Continuing Education

## Registration Form

Each student must use a separate registration form. Please send completed registration form and payment to the College. (Payment, invoice, or purchase order must accompany this registration.) **This form may be duplicated.**

To avoid delay, please complete all information requested.

Mr.  Ms.  Mrs.  Other \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Maiden/Former \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ E-mail Address \_\_\_\_\_

Social Security # \_\_\_\_\_

Birthdate (mo/day/yr) \_\_\_\_\_

Senior Citizen (60 and over)  Yes  No

Employer's Name \_\_\_\_\_

**Ethnicity:** Are you of Hispanic or Latino origin?

Yes  No

**Race:** You may check more than one race.

White

Black or African American

Asian

American Indian or Alaskan Native

Native Hawaiian or Pacific Islander

Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.

Course #	Course Title	Begin Date	Tuition	Materials Fee	Total
<b>Total Fee</b>					

#### For Credit Card Use Only:

Card Holder's Name \_\_\_\_\_

Account No. \_\_\_\_\_

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

Signature \_\_\_\_\_

Billing Address for Card \_\_\_\_\_

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule.

I certify that the information on this form is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Directions**

## **Hagerstown Community College's Merle S. Elliott Continuing Education & Conference Center 11400 Robinwood Drive, Hagerstown, MD 21742**

**From Interstate 81**, take I- 70 East to Exit 32B, Rt 40 W (Dual Highway).

**From Interstate 70**, take I-70 West to Exit 32B, Rt 40 W (Dual Highway).

Follow Dual Highway (**40 West**) for approximately 1 mile to the first intersection you come to which is Edgewood Drive / 40 W (Dual Highway). Turn right onto Edgewood Drive which will become Robinwood Drive. At the third traffic light turn left onto the Hagerstown Community Campus (Academic Blvd).

### **PARKING - LOT F (Upper & Lower Levels)**

The Merle S. Elliott Continuing Education and Conference Center is located on the upper level of the Career Programs Building (CPB), located on the far right side of the campus as you enter on Academic Boulevard.

- From on **Academic Boulevard**, turn **right** onto **Scholar Drive**
- Follow the circle take the **Second left-hand turn** to parking into **Parking Lot F**
- **Lot F (LOWER level)**: Enter the building and take the first right-hand turn and follow the hallway to the stairs to the upper level of the building turn left.
- **Lot F (UPPER level)**: Follow the sidewalk in front of the building to the second entrance.

### **HANDICAP PARKING:**

**UPPER Level LOT F (2 spaces)**: take the sidewalk to the second entrance to the building.

**LOWER Level F (4 spaces)**: Enter the building and take the **second** right-hand turn. Follow the hallway to elevator located to the left of the staircase.

**ELEVATOR: Park in Lot F Lower Level.** Enter the building and take the **second** right-hand turn. Follow the hallway to elevator located to the left of the staircase.