

## FMTDP Course Registration Form

### Registrant Information

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 First Name

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 Last Name

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 Title

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 Agency Name

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 Address 1

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 Address 2

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 City

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 State/Province

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 Zip/Postal Code

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 E-Mail Address

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 Telephone #

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 Fax #

### Course Information

Course #:

Course

Start Date

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### Program Information

#### Laboratory Director Authorization

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 Name (please print)

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 Title

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 E-Mail Address

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 Telephone

#### Laboratory Director Signature

Date

Your signature above acknowledges your understanding of and agreement with the Hooke College of Applied Sciences/NIJ Reimbursement Policy and Satisfactory Course Completion Requirements. You authorize the student listed above to participate in the above courses.

#### Student Signature

Date

Your signature above acknowledges your understanding of and agreement with the Hooke College of Applied Sciences/NIJ Reimbursement Policy and Satisfactory Course Completion Requirements.

#### Reimbursement Policy

Upon acceptance in the course, proof of an acceptable flight itinerary must be submitted at least 21 days prior to the start date of each course. Lodging accommodation can be made through local hotels listed on the College website. Only room cost, state, and local taxes will be reimbursed. All other incidentals (movies, room service, etc.) will be the sole responsibility of the traveler. The actual costs for meals (excluding alcoholic beverages) will be reimbursed for no greater than your standard state government per diem rates or standard GSA rates, whichever is lower. Additional incidental travel costs paid by the participant such as airport parking, tolls, and other miscellaneous incidentals will be reimbursed. All travel costs to be considered for reimbursement must be verified with original itemized receipts accompanying the voucher.

*Reimbursement will be made only to those participants who successfully complete the course requirements.*

#### Satisfactory Course Completion Requirements

Students are expected to successfully complete a variety of tasks in the form of hands-on exercises, laboratory exercises, identifications of unknowns, and quizzes. In addition, the students are required to have 100% attendance during the course, participate in class, and complete a student evaluation form.

The student is notified at the end of the course whether or not they have successfully completed the requirements of the course based on attendance, class participation and completion of course material and the student evaluation form. Upon successfully completing these requirements, a student is awarded a certificate of completion and CEU credits, if available. Those who have not successfully passed the course requirements will not receive a certificate, CEU credits, or reimbursement.

**Mail or Fax this form to:**

**Registrar  
Hooke College of Applied Sciences  
850 Pasquinelli Drive  
Westmont, IL 60559-5539  
Tel. 630-887-7100 • Fax 630-887-7412**