

Pre-payment is required.

SHRM Learning System - Order Form

- SHRM Learning System Kit Only - \$620
- SHRM Learning System Kit and Class - \$840
- SHRM Learning System Class Only - \$220

(Materials will not be distributed until payment has been received by WCS.)

NOTE: Participation in this class **does not** automatically register you for the SHRM CP or SCP certification exam. **To register for the exam and more details**, you must visit shrmcertification.org.

Be sure that if you are taking the 11 week course, you register through the Knowledge Center for the class.

Name:

Employer/Agency:

Agency Code:

Employer/Agency Mailing Address:

Phone Number: (xxx-xxx-xxxx)

Fax: (xxx-xxx-xxxx)

E-mail:

Preferred Method of Contact: Email Phone Fax

Please select one: Manager Supervisor Other

Please select one: State Gov't Local Gov't Other

Approving Manager/Supervisor:

Job Title:

Optional:

Pre- Payment Source (check one)

We MUST have received payment before materials will be ordered

- Certified Check or Money Order (made payable to "Treasurer of Virginia")
NOTE: Mail payment to address identified below.
- For State Agencies:** Effective October 1, 2014, DHRM began using Cardinal as its primary accounting system, with this change we are no longer accepting IAT payments. Regardless of whether your agency is using Cardinal or CARS, please process as a vendor payment. If your agency is a Cardinal user, DHRM Cardinal Vendor ID is 0000050488. CARS users should process payment on a type 3 batch using vendor ID 546024817IA.

Mail Order Form

You may mail the order form to:

WCS SHRM Registration
101 N. 14th Street, 6th Floor
Richmond, VA 23219
Fax (804) 786-8840

Payment by Check

Individual or non-state organization checks must be received by WCS no later than 2 weeks prior to the start date of the class. Participant and Class information must be provided with all payments.

- If you plan to pay by check, and payment cannot be made two weeks prior to class, you must bring a certified check or money order with you on the first day of class. You must contact WCS to advise us that you will be bringing payment with you and to confirm that there is still space in the class.

Submit Payment

Clear Form