

# StepUp Solutions, Inc. - Course Registration Form

**Introduction to Capability Maturity Model® Integration (CMMI®) for Development Versions 1.3 or 2.0**

**Dates:** May 2018 (exact dates are TBD)

**Times:** 8:00 am - 5 pm, first 2 days; 8:00 am - 3 pm (approx.) on the last day

**Location:** San Jose/San Francisco Bay Area, California

**To registration, please complete the form below and return using any method below:**

- email: [info@stepupsolutions.com](mailto:info@stepupsolutions.com)
- fax: use this method if including credit card information (please call for fax number)
- mail: 115 Isabelle Court, Los Gatos, CA 95030

For registration inquiries, please contact Diane McDonald, phone: (408) - 358 - 4290 <http://www.stepupsolutions.com>

**Attendee Information:**

Company:	Organization:
Last name:	First name:
Title:	Business number:
Mailing address:	<u>Credit cardholder</u> name & address:
Email address:	Access/special requirements:

**Payment Fee and Options (please fill in):** Please call for course fees, typically \$1350 per student.

Purchase Order # (terms net 7): \_\_\_\_\_ Check # (Payable to StepUp Solutions): \_\_\_\_\_

Credit card type & number: \_\_\_\_\_ Expiration date (mm/dd/yy): \_\_\_\_\_

**Registration and Confirmation:**

- Registration fee includes all course materials. Pre-course correspondence will be sent to the address listed in the form above.
- To be registered, complete and return this registration form. Registrations must be received at least 7 days before the first day of class. Late registrations will be considered based on available space.
- A course confirmation will be sent to students when the class is confirmed. Students must wait for this confirmation before making any travel plans.
- Please note: Full attendance (all 3 days) is required in order to receive the SEI's course completion certificate.
- PO, check, or credit card information must accompany registration or the registration will not be processed. **Terms on the PO must be net 7 days or less.** Payment must be paid prior to the class.
- Upon submission of this registration form, you are responsible for the terms stated below.

**Cancellation Terms:**

- Cancellations must be received in writing at least 7 days prior to the course start date. You may then reschedule, send a substitute, or receive a refund minus a \$75 administrative fee. Cancellations made less than 7 days before the course start date, you may send a substitute student, but refunds are not available.
- StepUp Solutions reserves the right to cancel a course with low attendance. If we cancel a course, we will notify the registrants and refund all registration fees.