

**The Certified Business Advisor® (CBA) program  
Registration Form  
SBDC EMPLOYEE**



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C5-0066-06

Office of Continuing and Distance Education  
Office Hours:  
Monday-Friday: 8:00am-5:00pm

Payment is due when you register.

**Cancellations and Refund Policy:** All cancellations and requests for refunds must be made, in writing, prior to the date on which an individual registrant's access to CBA courses begins; it will be listed in the registration confirmation letter. After this date, no cancellations, refunds, substitutions or transfer of fees will be processed. Requests should be sent to the Office of Continuing and Distance Education using one of the following:

Email: [continuinged@kent.edu](mailto:continuinged@kent.edu)

Fax: 330-672-2079

Mail: Office of Continuing and Distance Education, Kent State University, 120 N. Lincoln Street, PO Box 5190, Kent, OH 44242-0001

**Fees and Charges:** Fees and charges are subject to change, and any increases will be billed at a later date.

**Staff benefits do not apply to workshop**

**REGISTRATION METHODS:**

**MAIL** form and full payment to:  
Workshops, Office of Continuing and Distance Education  
Kent State University  
PO Box 5190  
Kent, OH 44242-0001

**FAX** your registration to: 330-672-2079

**REGISTER** in person at 120 N. Lincoln St, located behind Papa Johns.

**ONLINE** registration at:

[www.yourtrainingresource.com](http://www.yourtrainingresource.com)

\_\_\_\_\_  
(Last) (First) (M.I.)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (ZIP)

\_\_\_\_\_  
(Business or Organization)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City) (State) (ZIP)

\_\_\_\_\_  
(Home phone) (Work phone)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date of Birth)

Complete Program - \$695	
Course 1, Marketing - \$500	
Course 2, Accounting/Finance - \$500	
Course 3, Human Resources - \$500	

**Payment Method:**

Please bill my organization for \$ \_\_\_\_\_, P.O. No. \_\_\_\_\_.

Enclosed is my check/money order for \$ \_\_\_\_\_, payable to Kent State University.

To register by credit card, please visit [www.yourtrainingresource.com](http://www.yourtrainingresource.com)

Visit the CBA program website at [www.kent.edu/cde/cba](http://www.kent.edu/cde/cba)

Any questions, contact the Office of Continuing and Distance Education at 330-672-8670.

