



INTERNATIONAL TRAINING GROUP (ITG®) REGISTRATION FORM

THE DETAIL LEADER'S COURSE, 5 DAY PROGRAM

Course Dates: _____

Course Location: _____

Attendee Information (Please Print Legibly)

Name: _____

Date of Birth: _____ Social Security #: _____ Driver License #: _____ State: _____ Expiration: _____

Home Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Country/Postal Code: _____

Company/Employer: _____

How did you find out about our services? _____

Referred by: _____

Applicant must submit a resume including: employment history, education, training, skills and any special abilities (languages, pilot's license, EMT, security licenses, firearms permits, etc.)

Payment Information (Please Print Legibly)

Method of Payment

Money Order: Money Order # and Amount _____ Cashier's Check: Check # and Amount _____

Purchase Order: Purchase Order # and Amount _____ Organization Name: _____

Please Charge my Credit Card: Visa MasterCard American Express Other _____

Name on Credit Card: _____ Card Number: _____

Expiration Date: _____ Authorized Amount: _____ Security Code on Back of Credit Card: _____

Billing Address: _____

Signature: _____

Applicant agrees to the following:

I certify that I have read and understand all Registration Terms & Conditions listed on Page 2 of this Registration Form. I further certify that I have never been convicted of a felony or violent misdemeanor. Further I am not under any criminal indictment that would legally prevent me from receiving this training. I authorize ITG® Consultants, Inc. to conduct a complete background check of my criminal history and/or credit history, if applicable, as a condition of being accepted into this training program. **I also understand that this form must be completely filled out or it will not be processed.**

Signature of Applicant: _____ Date: _____

Introduction

The International Training Group (ITG®) core instructor staff represents over 100 years of knowledge and practical experience in conducting real world protective service missions, on six continents. These missions have included US cabinet level members, senior leaders in the Department of Defense, foreign heads of state and dignitaries, US Ambassadors abroad and Corporate Executives. The ITG® staff has set many industry benchmarks in the executive protection and training arenas. ITG® presents unparalleled experience and subject matter expertise in the field of Executive / Dignitary Protection. Based on this experience, ITG® is defining new training standards, which reflect this same high caliber of expertise, organization, and professionalism.

Eligibility

The ITG® Detail Leader's course is open to individuals who have completed the ITG® Executive Protection Agent's Training Course and/or other similar training from a credible government agency or private sector training program. This previous training will be considered as a prerequisite for this course. Applicants must also successfully pass a background check. All ITG® training courses are limited in size and enrollment is on a first-come-first-serve basis depending upon the applicant's eligibility, availability of slot, and receipt of tuition payment in full.

Registration

To register for a course, complete the registration form and return it to ITG® Consultants Inc. by fax, email, or regular mail. Please send one registration form per attendee. This is a limited attendance program, so early registration is advisable.

Phone: (866) 904-4ITG (4484) Toll Free
Fax: (888) 830-8123 Toll Free
Email: training@itg4.com
Mail: ITG® Consultants Inc.
3738 Greenwood Road
Rockton, PA 15856 USA

Discount Programs

Members of the ITG® Alumni Association qualify for a 10% discount in this training program. Those registering and paying full tuition more than 30 days ahead of time and who are not yet members of the ITG® Alumni Association will qualify for a 5% discount on their tuition. Discounts cannot be combined.

Payment

Tuition must be paid in full prior to final acceptance and attendance at any course. Payment may be made by money order, cashier's check, purchase order or credit card. [NOTE: All credit card transactions will include a 3.5% service fee on final tuition costs.] Money orders/ Cashier's checks must be made payable, in US Dollars, to ITG® Consultants Inc. All payments should be sent to: ITG® Consultants Inc., 3738 Greenwood Road, Rockton, PA 15856 USA.

Admission

Upon receipt of the completed registration form, resume, background release forms and payment in full, ITG® will conduct a detailed eligibility confirmation and background check on the student (non-refundable \$75 fee included in tuition). Upon successful acceptance into the program, ITG® will send you a confirmation immediately prior to the start of the program in the form of a Welcome/Acceptance Letter. If you are not accepted into the program, you will receive a refund of your tuition payment minus the \$75 background fee.

Cancellation / Refund Policy

To receive a full refund, minus the \$75 background fee and 3.5% credit card service fee (if used), you must notify ITG® in writing at least thirty (30) days prior to the start of the training program. A full tuition penalty is charged for unattended courses canceled less than 30 days prior to their start date.

All ITG® training programs are subject to cancellation and students will be notified no later than fifteen (15) days prior to the start of the course. ITG® is not responsible for any expenses incurred by the applicant, other than tuition, in the event that ITG® has to cancel a training program. In such an event, students may either receive a full tuition refund or apply all funds to future course dates. If funds are applied to future course dates, once course dates are chosen, any cancellation on the part of the student will be subject to ITG®'s normal cancellation policy.

Dress

Business Casual (collared shirts, slacks/dockers – no blue jeans/shorts) attire is recommended for this course which is primarily held in the classroom. Attendees may consider wearing business attire (suit & tie for men; dress slacks and suit jacket are recommended for women) during the final practical exercises. A detailed packing list will be included in your Welcome / Acceptance letter.

Equipment

All prospective candidates must bring a fully functioning laptop computer with Microsoft® Office software programs Word, Excel, and Power Point® installed. A drawing program of some sort is also required (the instructional staff will be utilizing Microsoft's Visio®) to illustrate methodology during this training course. The 2007 versions of these programs will be used during the course. Personal Computers, not Macintosh computers are used by the instructors. Students may attend with MAC computers and/or earlier versions or other programs of relevant software but should be aware that they will be responsible for extrapolating the instruction and software commands to their particular software requirements. MAC users should insure that they are using the Intel® driven systems versus the older Motorola chip configurations and have the latest operating system updates. A computer mouse, mouse pad, and portable printer are highly recommended but not required.

Right to Refuse Training

Due to the serious and sensitive nature of the training that ITG® provides, we reserve the right to refuse training to anyone. Every applicant must pass a detailed eligibility and background check. We reserve the right to refuse admission to any person who does not meet our eligibility requirements, has a felony or violent misdemeanor conviction, or a record of mental instability.

Student Conduct

A student will be terminated from training immediately for any of the following reasons: failure to follow instructions, reckless or dangerous behavior, failure to attend training sessions, falsifying any information given to ITG®, or objectionable behavior in or out of class settings. Readmission will take place at the sole discretion of ITG®.

Accommodations, Travel, & Meals

All travel, lodging and meal costs are additional to our tuition fees and are the sole responsibility of the student. ITG® has negotiated discounted rates at hotels located near ITG® training locations. Recommended lodging is located within a short commute of ITG® training locations. Specific lodging information will be provided to attendees upon completion of registration and acceptance into one of our programs.