



# CISR Agency Operations Seminar

This course helps make you an indispensable team player in any insurance agency. As you work with colleagues and customers, you will do so with enhanced self-assurance and a greater understanding of the dynamics within insurance organizations. Also, understanding how agencies operate is essential training for both insurance agency and company personnel. Class times: 7:45 a.m. – 4:00 p.m. Optional exam: 4:00 p.m. – 5:00 p.m. Lunch will be provided.

**DATE:** November 21, 2019 **INSTRUCTOR:** David Mitchell, CIC, MBA, MA.HR, SPHR-SCP

**LOCATION:** ITEC Classroom  
333 East Flower Street (3<sup>rd</sup> Street & Flower – between Thomas & Osborn Roads)  
Phoenix, Arizona 85012  
Phone: (602) 956-1851

**Please Note:** All participants must present photo identification to the on-site registrar at the course.

Approved for 7 hours of Arizona Continuing Education Credit

**PLEASE PRINT!**

Mr.  Ms.  Mrs.

Resident State: \_\_\_\_\_ Insurance Lic. #: \_\_\_\_\_

Preferred Name for Badge: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Are you taking this seminar for C.E. credit?

YES  NO

Designations: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Method of Payment:**

Check: made payable to ITEC

Receipt?  YES  NO

Credit Card:

Amount: \$175.00  VISA  MASTERCARD  AMERICAN EXPRESS

Credit Card Security Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

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Credit card billing address (with zip code): \_\_\_\_\_

↑ Same address as above? Please circle YES or NO↑

**CANCELLATION POLICY:** Full refund if written notification is received seven (7) business days prior to the seminar. Cancellations received after that date will incur a \$25 non-transferable fee. No shows forfeit full registration fees. ITEC reserves the right to cancel or reschedule this event.