



## BUSINESS MANAGEMENT RESEARCH ASSOCIATES, INC.

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### Class Registration

Please **PRINT CLEARLY** and complete **ALL** data below. You **MUST** include your business address. Course completion certificates will be emailed.

NAME: \_\_\_\_\_  
(*Print clearly* your full name as it should appear on your certificate)

DIVISION OR AGENCY: \_\_\_\_\_

MAILING ADDRESS:  
(include building,  
mailstop, room#  
P.O. box, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS:

\_\_\_\_\_

YOUR OFFICE TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

SUPERVISOR'S E-MAIL ADDRESS: \_\_\_\_\_

*All information and responses contained in this form will be treated as proprietary and confidential information, in accordance with the Privacy Act.  
The information provided above is used to generate a permanent student record and used to issue completion certificates.*

## *Privacy and Security of Student Records*

*Student records are kept in a secure location with limited access. BMRA's Registrar is the custodian of all file records after the completion of each course.*

*Information within these records may be released by the Registrar only to the following:*

- 1. BMRA staff members on a need-to-know basis.*
- 2. Authorized Agency personnel for the purpose of confirming that a student has attended a course and successfully completed it.*
- 3. The student who has attended the course. However, the student must verify that he or she attended the course by giving the Registrar the following information:*

*A: The name of the course*

*B: The date of the course*

*C: The location of the course*

*Students are given a training certificate for each BMRA course they have successfully completed. If a student has misplaced this certificate, BMRA will issue a replacement certificate only after the Registrar confirms the student's attendance and final grade for the course. Unfortunately, records can neither be confirmed nor denied for courses prior to 2000.*

*If a student requests a transcript from BMRA, the student will be informed of a \$5.00 processing fee. The transcript will be mailed to the student, or institution designated by the student, within one week of payment. BMRA accepts Visa and MasterCard. Checks must be made payable to BMRA, Inc.*