



Hogan Assessment Certification Application Form



Thank you for your interest in the Hogan Assessment Certification (HAC) workshop. Kindly read the information below carefully, complete and sign this application form.

Hogan Assessment Systems is a US-based interdisciplinary consulting firm that provides the world’s leading personality assessment solutions for business. Hogan Assessment Systems has developed the most validated tools for selection and development for the past 30 years. Hogan Assessment Systems’ tools are popular, so much so that 60% of Fortune 100 companies use Hogan solutions for employee assessments. In addition, Hogan Assessment Systems assesses over 1 million people each year; including, over 25,000 organizational directors across all continents.

The HAC programme is certified by the Hogan Assessment Systems and is endorsed by the international Coach Federation for 13 Continuing Coaching Education Units. The program is also endorsed by the American Psychological Association and American Human Resource Certification Institute for Continuing Professional Development credit hours.

1. Personal Details

Title (Mr./Mrs./Miss/Ms.)	First Name	Last Name	
Landline	Email Address	Mobile	
Postal Address	City	Code	

2. Invoicing Details

Self-Sponsored/Company Sponsored		
Person to Invoice (for Company Sponsored)		
Address	Town/City	Country
Post Code	Phone	email

3. What are your objectives for attending the HAC workshop?

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4. How did you learn about the HAC workshop?

Website (<i>please specify</i>)	
Word of Mouth	
Advertising	
Other (<i>please specify</i>)	

APPLICATION TERMS AND CONDITIONS:

The following section details the terms and conditions of the Hogan Assessment Systems workshop and programs offered in East Africa by Career Connections. Please read carefully and sign below.

1. Payment Terms

- 1.1. All payments must be made in advance of the start of the workshop, with the exception of approved Career Connections corporate clients.
- 1.2. Without payment, an applicant is not booked into the workshop and cannot attend.
- 1.3. It is the responsibility of the applicant to confirm his/her place by forwarding payment.
- 1.4. A place in a workshop is not confirmed until payment has been received, unless otherwise stated in the offer letter or invoice (with the exception of approved Career Connections corporate clients).
- 1.5. Payment is due within 10 business days from the date of the invoice and in all cases at least 15 days prior to the start of the workshop (with the exception of approved Career Connections corporate clients).
- 1.6. Payment can be made by cheque or EFT.
- 1.7. Fees charged to applicants/participants are net/exclusive of any applicable withholding tax.

2. Cancellation by Participant

- 2.1. Notice of cancellation from a workshop must be in writing (by email or postal mail) and must be received within normal business hours and receipt acknowledged by Career Connections.
- 2.2. Oral notification will not be accepted.
- 2.3. Cancellations received:
 - 2.3.1. 31+ days in advance of the start of the workshop - 0% cancellation penalty.
 - 2.3.2. 30 to 15 days in advance of the start of the workshop -- 25% cancellation penalty.
 - 2.3.3. 14 to 6 days in advance of the start of the workshop -- 50% cancellation penalty.
 - 2.3.4. 5 to 2 days in advance of the start of the workshop -- 75% cancellation penalty.
 - 2.3.5. less than 2 working days in advance of the start of the workshop -- 100% cancellation penalty.
- 2.4. Inability to attend a pre-booked and paid for workshop due to unforeseen circumstances constitutes cancellation and the above conditions will apply.

3. Cancellation or Changes by Career Connections

- 3.1. Career Connections reserves the right to cancel workshops as necessary. If a workshop is cancelled, Career Connections will make every reasonable effort to reschedule the workshop to an alternative date and will schedule confirmed bookings to the alternate date. Career Connections will provide the applicant with as much notice as possible given the circumstances of the date change. Notice will be given in writing (email or post).
- 3.2. If a participant is unable to attend the event on the alternative date, Career Connections will allow the participant to attend the next available date for the same workshop at no additional cost.
- 3.3. Career Connections reserves the right to cancel workshops, revise dates, times and fees or substitute facilitators or attending faculty as necessary.
- 3.4. If Career Connections changes the venue of a workshop, even at short notice, Career Connections will not reimburse travel or accommodation costs, associated with changes.

4. Substitutions

- 4.1. Depending on the circumstances, Career Connections may agree to switch a participant who is booked into a workshop with another participant from the same organization or company. A fee of 10% of the total cost of the workshop may be charged to make the changes.

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5. Code of Conduct

5.1. Hogan Assessments Systems holds a policy for the code of conduct for participants and facilitators. Should this code of conduct be broken or monies be due and owing to Hogan Assessments Systems, Hogan Assessments Systems reserves the right to withdraw facilities from, withhold academic awards and terminate a place on the reserved workshop.

6. Governing Law

6.1. These Terms and Conditions are governed by and construed in accordance with the laws of the Republic of Kenya.

I _____ hereby confirm that the above data given by me is a true testimony, and that I agree to adhere to the terms and conditions on this application.

Signature: _____

Date: _____

Please return the completed and signed application form by fax or as a scanned attachment via email to:

Teckie Karoki
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