

# **Customer Service for Healthcare Professional Instructor: Ann Williams**

**Saturday, March 3, 2018  
8:00 AM –4:00 PM  
One hour lunch break**

**Cost: \$125**

**Eastern Shore Community College's  
Workforce Development Center**



**REGISTER ONLINE AT [WWW.ES.VCCS.EDU](http://WWW.ES.VCCS.EDU)**

**We strongly encourage you to register online. For assistance please call 757-789-7979 or come to ESCC's Workforce Development Center to register in person.**

ESCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dean of Learning Resources, Janet Justis, 29300 Lankford Hwy., Melfa, VA 23410; 757.789.1723.

**....see reverse for registration form**



# Eastern Shore Community College Workforce Development Services

... set a course for success

1. \*Name: \_\_\_\_\_  
First Full Middle Last

2. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Empl-Id: \_\_\_\_\_

**You are not required to provide your SSN if you choose not to. Your SSN or date of birth will help distinguish you from other students in Virginia who might have the same name, and will help to ensure that your participation is correctly recorded.**

3. Former Name: \_\_\_\_\_  
First Full Middle Last

4. \* Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ 5. \*Phone - home: \_\_\_\_\_  
(Month) (Day) (Year)

6. \*Mailing address: \_\_\_\_\_  
(Street) (Apt #)

\_\_\_\_\_  
(City) (State) (ZIP) (Country, if not USA)

7. \*Email address: \_\_\_\_\_ (This is critical)

8. Employer: \_\_\_\_\_ 9. Phone - work: \_\_\_\_\_

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### How to Register Online

\* = Mandatory for registration

1. Go to our website at: **[www.es.vccs.edu](http://www.es.vccs.edu)**
2. Click on Workforce Development
3. Select "Course Offerings"
4. Select "Sign In" on the left Panel and then "Create New Profile"
5. Fill in your information and remember to write down and note your username and password.
6. Review Courses and Classes. Once you have selected the class you wish to attend, put that class in your cart and check out by following the instructions provided on the screen.

### PAYMENT INFORMATION

\_\_\_\_\_ Check / M.O. enclosed. Circle One: \_\_\_\_\_ Please charge my credit/debit card.



Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing address if different from 6. above: \_\_\_\_\_

**Your signature below is authorization to accept payment as specified as well as acceptance of the terms and condition on reverse.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Continuing Education classes are extended to the public on a non-discriminatory basis. Reasonable arrangements will be made for persons with disabilities if requested two weeks in advance of course date. Please call 757-789-7979 or toll free at 877-871-8455. Employer, date of birth, sex, and race information is used for research, reporting and management of student records only. ESCC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dean of Learning Resources, 29300 Lankford Hwy., Melfa, VA 23410; 757-789-1723.