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**FAQs
16pf® Certification Workshops**

1. **Why does PSI offer 16pf Certification Workshops?**

We are committed to providing learning opportunities that will enable our customers to achieve the level of comfort and proficiency necessary for proper use and interpretation of the 16pf Questionnaire. For this reason, we offer two (2) different 16pf workshops.

1. **What are the 2018 dates and locations for each workshop?**

Please see our 2018 schedule by clicking on the following link (or copying/pasting the URL into a web browser): <https://www.16pf.com/en_US/training/schedule/>

1. **Where will the workshops be conducted in each city?**
* **Atlanta:** AMA Atlanta Executive Conference Center
* **Chicago:** Summit Executive Centre

For additional details, including near-by hotels, please refer to pages 5 - 6 of this document.

1. **Which workshop is right for me?**

Choosing the workshop that is appropriate for you is easy – the choice is based upon your current level of experience with testing and your educational background in Tests & Measurement.

**Certification Workshop for the 16pf Questionnaire powered by PSI Technology (2-day)**

* Testing Experience: Little to none
* Educational Background: Bachelor’s degree. No advanced-level coursework in Tests & Measurement is required.
* Recommendation: If you have one of the above but not the other, we suggest that you attend this workshop rather than the more advanced 1-day workshop.

**PSI Assessment Technology Workshop Featuring the 16pf Questionnaire (1-day)**

* Testing Experience: Qualified to use the 16pf Questionnaire or certified to use other personality assessments.
* Educational Background: Master’s-level or higher coursework in Tests & Measurement.
* Recommendation: This workshop is appropriate for you if you have either the testing experience or educational background specified above.
1. **How do I REGISTER for a workshop?**

You can register via phone or email:

* Phone: 317-814-8720
* Email: 16pf@psionline.com
1. **How many CONTINUING EDUCATION credits/hours can I earn from the 16pf workshops?**
* 2-day Workshop: 12 CE credit hours/Professional Development Credits (PDCs)
* 1-day Workshop: 6 CE credit hours/Professional Development Credits (PDCs).

PSI is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM. This program is valid for 12 PDCs for the SHRM-CP or SHRM-SCP. For more information about certification or recertification, please visit [www.shrmcertification.org](http://www.shrmcertification.org/).

PSI is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. PSI maintains responsibility for this program and its content.

We are also an approved sponsor of continuing education by the International Society for Performance Improvement (ISPI).

1. **Will either workshop require any PRE-WORK or POST-WORK?**

Yes, both workshops have e-learning modules before and after the workshop. The estimated time for completion of both the pre- and post-work is 3.5 to 4 hours. This estimate applies to the 1-day and the 2-day workshops.

In addition, all registrants will be provided with a link to take the 16pf assessment prior to the workshop. This will add approximately 30 minutes to the above pre-work time estimate.

We will send registrants a link to the pre-work approximately two weeks before the workshop. For several months after the workshop, attendees will have access to online resources targeted toward 16pf interpretation.

1. **What is the COST for each workshop?**
* 2-day Workshop: $ 1,500 per person
* 1-day Workshop: $ 900 per person

Travel expenses and lodging are the responsibility of the workshop attendee.

Please see Question #13 for pricing for onsite workshops.

1. **When is PAYMENT for the workshop due?**

Payment at the time of registration is required to guarantee your seat at a training event. We accept Visa, MasterCard, and American Express credit cards.

NOTE: Payment must be made before PSI provides the registrant with a link to take the 16pf assessment and a link to the e-learning platform, both of which are required.

1. **When will I receive CONFIRMATION of my registration?**

We will confirm your registration via email and also provide the registered attendee with a link to take the 16pf Questionnaire on the PSI (PAN) platform. The assessment must be completed at least one week prior to the workshop.

1. **What is your CANCELLATION policy?**

**Registrant Cancellation**

Cancellations received thirty (30) days or more in advance of the 16pf workshop are eligible for a full refund of registration fees paid. Refunds are not allowed for cancellations within thirty (30) days of the course. If desired, PSI will be happy to apply paid registration fees to a future event or product. If you modify your registration to attend a future workshop, please note that a $400 per person rescheduling fee will be assessed.

In the case of partial cancellation (two or more registrations paid, but not cancelling all courses), the refund, if applicable, will be based upon the lowest course fee paid. We will also accept substitutions within ten (10) days of a course. In the case of a substitution, an additional charge of $75.00 will be incurred for the extra test administration and personalized reports. (Personalized reports and program materials may not be available for “last minute” substitutions due to time constraints.)

**PSI Cancellation**

PSI’s presentation of each workshop is contingent upon a sufficient number of registrants. In the event that the minimum number of registrations is not met within thirty (30) days of the scheduled event, PSI may, at its discretion, cancel the event without penalty.

It is recommended that you verify by phone (317-814-8720) whether the course will be held before purchasing non-refundable airline tickets. In the event we cancel a workshop, PSI is not responsible for airfare, airline penalties, or travel charges you may incur. If PSI must cancel a workshop, we will, at your direction, refund the registration fee paid, or apply it to a future workshop of your choice or to the purchase of product.

1. **Which HOTELS do you recommend? Do you have a preferred rate at any of the hotels?**

Please refer to the following pages of this document for information on nearby hotels and, if available, preferred rates.

1. **Do you offer ONSITE workshops?**

Yes! If our workshop dates do not fit your schedule, or if the course content is not exactly what you need, hosting a PSI training event is the way to go. Onsite training has two additional benefits – no travel costs and fewer out-of-office hours for attendees!

We’ll come to your organization and, if desired, we’ll tailor the course content to fit the needs of your group. Our tailored training courses have been a success in organizations of all sizes, in diverse sectors – from clients in government to hospitality, software and communication.

**Onsite Workshops: Pricing**

* 2-day Workshop: $7,500 (for 1 to 6 participants)
* ADD: $750 for each additional participant
* Maximum of 12 total attendees
* 1-day Workshop: $4,500 (for 1 to 6 participants)
* ADD: $450 for each additional participant
* Maximum of 12 total attendees

For additional information and pricing for the onsite workshops, please call 317-814-8720.

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**Workshop Venues & Hotels Information**

**A T L A N T A**AMA Atlanta Executive Conference Center

1170 Peachtree Street, NE
3rd Floor

Atlanta, GA 30309

404.892.7599

**HOTEL SUGGESTIONS**

AMA does not arrange hotel accommodations. However, AMA has negotiated preferred rates at the following hotels, based upon availability. Contact the hotels below directly. Mention that you are an AMA conference attendee to secure your reservation and preferred rates.

Make your reservation early as the number of rooms at preferred rates is limited.
Reservations made after the cutoff date may be charged a higher rate.

**Marriott Suites Atlanta Midtown**

35 14th Street NE

Atlanta, GA 30309

404.876.8888

[www.marriott.com/hotels/travel/atlms-atlanta-marriott-suites-midtown](http://www.marriott.com/hotels/travel/atlms-atlanta-marriott-suites-midtown)/

**AMA Preferred Rate:** Standard Room $199

**Loews Hotel**

1065 Peachtree Street NE

Atlanta, GA 30309

404.745.5000

[www.loweshotels.com/atlanta](http://www.loweshotels.com/atlanta)

**AMA Preferred Rates:** Starting Rate $218

**C H I C A G O**Summit Executive Centre

205 N. Michigan Avenue, 10th Floor

Chicago, IL 60601

312.938.2000

**HOTEL SUGGESTIONS**

**The Fairmont**200 North Columbus Drive
312.565.6661
0.2 Miles

**Hyatt Regency**151 East Upper Wacker
312.239.4547
0.2 Miles

**Swissotel**323 East Upper Wacker Drive
312.565.0565
0.4 Miles

**Hard Rock Hotel**230 North Michigan Ave
312.334.6489
0.1 Miles

**theWit**201 North State Street
312.239.9528
0.2 Miles

**Club Quarters**75 East Upper Wacker Drive
312.601.3514
0.3 Miles

**Marriott’s of Downtown**540 North Michigan Avenue
312.836.0100
0.5 Miles

**Radisson Blu**221 North Columbus Drive
312.477.0236
0.3 Miles

**Virgin Hotels**203 North Wabash
855.946.6600
0.1 Miles