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Chicago's Premier Administrative Professional Training, Consulting and Recruitment

FREQUENTLY ASKED QUESTIONS

1. How much does the JAI Project Management for the Administrative Professional course cost?

Please see the pricing information at

- a. **11:30 AM – 1:00 PM Central Time:** <https://www.eventbrite.com/e/project-management-for-the-administrative-professional-a-13-week-course-tickets-239746286597>
- b. **5:30 PM – 7:00 PM Central Time:** <https://www.eventbrite.com/e/project-management-for-the-administrative-professional-a-13-week-course-tickets-241449430747>

Discounts are available for IAAP Members and for corporate purchases of multiple employees.

2. When will the classes meet?

Currently, there are two sessions of classes available. There are thirteen (13) classes for each session. The registration fee only covers one session of 13 class meetings. There is an afternoon session which meets at 11:30 AM – 1:00 PM Central Time; and an evening session which meets at 5:30 PM – 7:00 PM Central Time. All class times are the in the Central Time Zone, which is the time zone for Chicago, IL, USA, where the course is originated. You can see the current time in Chicago, IL, USA by clicking [HERE](#).

The class dates are:

Wednesday, February 16, 2022	Wednesday, April 6, 2022
Wednesday, February 23, 2022	Wednesday, April 13, 2022
Wednesday, March 2, 2022	Wednesday, April 20, 2022
Wednesday, March 9, 2022	Wednesday, April 27, 2022
Wednesday, March 16, 2022	Wednesday, May 4, 2022
Wednesday, March 23, 2022	Wednesday, May 11, 2022
Wednesday, March 30, 2022	

3. Where will the class be held?

All classes will be held online using the Zoom platform. Zoom login information and calendar invitations will be emailed to you prior to class. If you have not received the Zoom information, please check your spam folder or contact us as info@jenellealexander.com so we can send you the information.

4. Can I participate by phone?

The best way to receive full advantage of the information presented is to participate live via video on your laptop or computer. There may be instances in which online breakout sessions are used during class. You will need a good internet connection. If you must participate by phone then you will

receive the recording via email later for viewing however, you must be on the class live to receive credit for attendance and you should make sure the instructor is aware you are in attendance via phone. You need to present live at 12 out of the 13 classes to qualify for a certificate-of-participation and/or IAAP re-certification points.

5. Where can I find more information about the JAI Project Management for the Administrative Professional course?

Information about the course can be found on our website (www.jenellealexander.com/pmcourse)

6. I signed up for the afternoon course but would like to attend the evening course; is that possible?

It is recommended that you attend the course for the session time for which you registered because your registration information will be matched to your attendance to qualify you to receive the certificate-of-participation and/or IAAP re-certification points. If you cannot attend the session for which you registered, then, please contact info@jenellealexander.com.

7. Are refunds possible?

If you purchased the bundled package, then refunds are available until February 15, 2022 at 11:59 PM (Central Time). If you purchased a single class date, then refunds are available until 11:59 PM (Central Time) on the date prior to the class you purchased.

8. Will the class be recorded?

Yes, but you would like to receive a certificate-of-participation and/or IAAP re-certification points then you must attend at least 12 of the 13 classes live. Please contact us at info@jenellealexander.com if circumstances arise which will cause you to miss more than 1 live class.

9. Will copies of the presentations be available?

Copies of the presentation and recordings of the class will be emailed after class.

10. I am an IAAP member, will this course be eligible for re-certification points?

Yes.

11. I would like to attend some of the classes, but not all. Is that possible?

Yes, each class is offered individually.

12. I would like to register multiple people from my organization; is there a discount available?

Yes, please fill out the form at <https://www.jenellealexander.com/traininggrant> for more information about group discounts and training grants. A representative will contact you.

13. Will certificates-of-participation be issued?

Yes, certificates-of-participation and IAAP re-certification points are available. In order to qualify like to receive a certificate-of-participation and/or IAAP re-certification points then you must attend at least 12 of the 13 classes live.