

SMALL-GROUP WORKSHOP ANNOUNCEMENT

Would your company's Forms I-9 pass a government inspection? The Immigration and Customs Enforcement (ICE) is stepping up worksite enforcement of federal immigration laws, and the Form I-9 inspection is the main tool the agency utilizes to enforce compliance. Employers of all sizes, industries, and geographical areas may soon face a "Notice of Inspection," requiring them to turn over their Forms I-9 and supporting documentation to ICE auditors. Employers found in violation may face severe consequences, including civil and criminal fines and penalties.

In this hands-on, interactive workshop, you will learn how to take proactive steps to ensure that your company's Forms I-9 are ready for inspection should ICE agents show up at your door. Topics to be covered include:

- ▶ How to complete a Form I-9
- ▶ Where to store and how long to retain Forms I-9
- ▶ Steps to take when updating or reverifying an employee's work authorization
- ▶ Tips for conducting a Form I-9 self-audit



Who should attend: Any human resource professional or other company manager who needs an introduction to or basic refresher on Form I-9 administration. **Small-group workshops are limited to 13 attendees and are for Council members only.**

Certification: This program is approved for 2.0 general recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

<p>Where: The Employers Council 175 W 200 S #2005, SLC, UT</p> <p>Cost: \$79 per Council member</p>	<p>When: Tuesday, June 5, 2012 Workshop: 8:30 - 10:30 a.m. Registration & continental breakfast: 8:15 - 8:30 a.m.</p>
---	--

<p>REGISTRATION INFORMATION:</p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone _____ Fax _____</p> <p>E-mail Address(es) of person(s) to receive reminder: _____ _____ _____</p>	<p>PAYMENT METHOD:</p> <p>Cost: \$79 per Council member (Council members only)</p> <p>___ Check Enclosed</p> <p>___ Bill Me</p> <p>___ Charge Credit Card</p> <p>___ Visa ___ Master Card ___ Amer Exp ___ Discover</p> <p>Credit Card # _____</p> <p>Expiration Date _____</p> <p>Name on card _____</p> <p>Signature _____</p> <p style="font-size: small; text-align: center;">Refund given if cancellation is received at least one week prior to workshop</p>
--	---

Register for Form I-9 Administration Basics by:

<p>E-mail: info@ecutah.org</p> <p>Fax: 801-364-8915</p> <p>Phone: 801-364-8479</p>	<p>Mail: The Employers Council 175 West 200 South, Suite 2005 Salt Lake City, UT 84101</p>
---	--

* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.