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Submission of course registration indicates your acceptance of our Payment, Cancellation, Substitution, and Transfer policy at TCNCancel.com. Ebooks and Audio Courses are sold with a limited license: TCNLicense.com

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Shipping and handling* \$

(U.S. (includes APO/FPO) only: 8% of Order Total, \$10 minimum)

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On-Site Training: Please send me information about custom on-site training for my organization.

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Method of Payment

(Registration and any applicable administrative fees must be paid in full to attend a course.)

Check Make checks payable to: The Capitol.Net, Inc.

Credit Card VISA MasterCard AMEX Discover

(The charge will appear from TheCapitol.Net.)

YES

Add me to your email update list.
(I can unsubscribe at any time.)

NO

Do not add me to your email update list.
If both boxes are unchecked, we treat it as a NO.
We do NOT rent, sell or share our email list with outside parties. Samples at TCNEU.com

NAME EXACTLY AS IT APPEARS ON CREDIT CARD _____

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FEIN/TIN: 54-1917701 SAN: 853-0513
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Mail: **PO Box 25706**

Alexandria, VA 22313-5706

Secure online ordering and registration:

www.TheCapitol.Net

TheCapitol.Net's Open Enrollment Classes

TCNCourses.com

Congressional Operations Briefing: Capitol Hill Workshop

Congressional decision-making is driven by politics, policy, and process. During this three-day workshop, our Washington-based experts focus on these three P's and demystify the culture of the U.S. Congress.

They focus on:

- Legislative procedure
- The politics and leadership of the current Congress
- Policy making in Washington
- The congressional budget process
- The role of the media in covering the beats in Washington
- Members and staff

Offered every September in Washington, DC. See TCNCHW.com for agenda, dates, and secure online registration.

Drafting Federal Legislation and Amendments

This course is designed to help anyone draft and revise bills and amendments. Those who review and analyze legislation can also benefit from this hands-on training. In addition to faculty-led instruction, attendees review and revise bills and amendments and draft bills. Attendees learn how to:

- Assess existing law and policy objectives before beginning to draft
- Comply with the U.S. Code rules of construction, style, grammar, and punctuation
- Use drafting styles that work in your favor

Offered every September in Washington, DC. See TCNDL.com for agenda, dates, and secure online registration.

Writing for Government and Business: Critical Thinking and Writing

Improve your writing skills during this intensive one-day program that combines faculty-led instruction with writing exercises that reinforce the instruction. The program focuses on the three dimensions of professional writing: organization, format, and style.

In addition to reviewing and teaching specific writing techniques, our faculty show you how to:

- Apply critical thinking to the writing process
- Use plain English and the active voice
- Be concise
- Develop an effective writing style

Offered every Spring and Fall in Washington, DC. See TCNWW.com for agenda, dates, and secure online registration.