



Knowledge Is POWER

FORM I-9 & E-VERIFY: What You Need To Know 2011

Back for the third time, by popular demand!

Tuesday, September 20, 2011 | 8:00 a.m. - 11:30 a.m. | Delta Dental Auditorium, Concord, NH

Program Summary

Immigration and Customs Enforcement (ICE) targets illegal immigration by focusing on U.S. employers. ICE uses the I-9 Form and hiring records to target employers that do not comply with employment eligibility verification laws. Even errors unrelated to immigration or foreign workers can result in \$110 to \$1,100 for a minor violation.

With increased scrutiny on U.S. employers, businesses should keep accurate records for employees, even if they do not employ foreign workers. Back by popular demand, the seminar, "Form I-9 & E-Verify: What You Need to Know 2011" led by Attorney John Wilson and the GoffWilson I-9 Team, focuses on:

- ◆ Completing the I-9 Form properly and completely
- ◆ The most common errors that can result in ICE scrutiny and fines
- ◆ Review of acceptable verification documents
- ◆ The most up-to-date legal requirements that employers must abide by for the I-9 Form and E-Verify

Participants are given hands-on exercises to put education into practice. Participants will receive the 2011 version of the GoffWilson workbook and reference guide. This take-home training manual contains exercises completed during training, examples of correctly completed I-9 Forms, copies of the accompanying identification documents and frequently asked questions for future reference.

Who Should Attend

- ◆ Human Resource Directors
- ◆ Human Resource Managers
- ◆ Chief Executive Officers
- ◆ Chief Financial Officers
- ◆ Office Managers
- ◆ Payroll Professionals

Registration

Registration fee is \$105.
Participants must register by:
Friday, September 16, 2011.

Registration fee includes Form I-9 training, a take-home training workbook and reference guide, 3 hours of HRCI credit and breakfast. Early registration is recommended as space is limited.

For more info and registration visit
www.GoffWilson.com



This program has been approved for 3 recertification credit hours through the HR Certification Institute

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

Presented by

GOFFWILSON
IMMIGRATION



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agenda

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| 8:00 a.m. | Registration and Breakfast |
| 8:30 a.m. | Seminar Begins - Introduction |
| 8:45 a.m. | Intensive Training Part I: Completing the I-9 Form
Section 1: Overview
Section 2: Lists of Acceptable Documents
Section 3: Receipt Rule Samples and establishing office procedures to ensure compliance |
| 10:00 a.m. | Break |
| 10:15 a.m. | Intensive Training Part II: Retention and Maintenance
Issue Spotting, Retention Requirements, Social Security No-Match Letters, E-Verify requirement including the Federal Contractor, I-9 Compliance Resource Guide |
| 11:45 a.m. | Questions & Answers |
| 11:30a .m. | End of Seminar |



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the buzz

from past seminars

"Overall, I walked away with a Oh Wow feeling!"
- 2009 Participant

"Excellent training - engaging,
timely and comprehensive"
- June 2010 Participant

"Thank you and everyone who helped to make
this seminar really one of the best as far as
providing a lot of information in a short period of
time. We needed every minute and yet it was
not too long. The workbook will come in handy."
- 2009 Participant

"Before the seminar I thought how difficult can it
be to complete an I-9 Form? Boy, was I wrong!
The training was very informative. I found the
workbook and actually completing some of the
I-9's very helpful!"
- June 2010 Participant

"I thought the training and trainers were
fantastic! Way more than I expected!"
- 2009 Participant

"Well done!!!"
- June 2010 Participant

The hands-on approach and the style in which
the information was presented was very good.
The workbook is a great reference tool.
- June 2010 Participant

"Training materials were exceptional!!"
- June 2010 Participant

"I found the training very helpful and was very
happy with the techniques used because it gave
us the opportunity to actually apply the
information we had just learned.

I also appreciated the information given
regarding refugee documentation, foreign
passports, etc. because I never feel comfortable
auditing I-9's for these types of employees
because I never really knew what to be looking
for. I now feel more confident in this area."
- 2009 Participant

"Excellent workshop where I highly
recommend anyone who works in
hiring procedures attend! You will not
be disappointed!"
- 2009 Participant