



# AB 1234 Self-Test Coupon Order Form

*Yes! Our agency wants to pre-purchase coupons to facilitate our officials' compliance with AB 1234's ethics training requirements.*

ITEM	1-9 COUPONS	10 OR MORE COUPONS	QUANTITY	TOTAL
<b>TWO HOUR SELF-STUDY COUPON</b>	<b>\$50 EACH</b>	<b>\$45 EACH</b>		

**PAYMENT MUST BE INCLUDED TO PROCESS ORDER**

**Mail Coupons to:**

**ORGANIZATION** \_\_\_\_\_

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**STREET ADDRESS (No P.O. Box Please)** \_\_\_\_\_

**CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_

**ZIP** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

***Send Payment with Order Form to:***

Institute for Local Government  
ATTN: Kristy Jensen  
1400 K Street, Suite 205  
Sacramento, CA 95814

Direct line:  
(916) 658-8269

Fax credit card orders to:  
(916) 444-7535

\_\_\_\_ Check    \_\_\_\_ VISA    \_\_\_\_ MasterCard

Name of Cardholder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_    3 (or 4) digit security # \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

### HANDY HINTS ON USING THE COUPONS

To use the coupons, we recommend that the agency print out from [www.ca-ilg.org/ab1234compliance](http://www.ca-ilg.org/ab1234compliance):

- The AB 1234 self-study reading materials; and
- The AB 1234 test.

Provide these and the coupon to your officials desiring to take advantage of the self-study option; they may also find it helpful if you provide them with:

- An envelope with proper postage for the completed test and the coupon addressed to

THE INSTITUTE FOR LOCAL GOVERNMENT  
ATTN: AB 1234 Self Study Test  
1400 K STREET, SUITE 205  
SACRAMENTO, CA 95814

Then, all your officials need to do is 1) read the materials, 2) take the tests, and 3) send the test and the coupon to the Institute. The Institute will process the test, provide the correct answers and mail the official a proof of participation certificate.