Business Integrity Commission

Shari C. Hyman
Commissioner and Chair

100 Church Street
20th Floor
New York, NY 10007

+1 212 676 6219 tel
+1 212 676 6204 fax
www.nyc.gov/bic

Re: Customer Register Data Entry Training Session

Dear Licensee:

In order to enhance the quality and accuracy of the data being reported via the customer register, the Business Integrity Commission is pleased to offer training to your staff that prepare and submit your customer register. This training will review the customer register process and will focus on data entry, proper formats, common mistakes, and will include a question and answer session to clarify any questions or concerns your personnel may have about customer register submission. We will be offering training on two dates – your staff need only attended one day as the second day is a repeat.

Times offered:

- Wednesday, May 16, 2012 9:30am to 11:30am
- Thursday, May 17, 2012 9:30am to 11:30am

Location:

- 100 Church Street, 2nd Floor Conference Room

If you would like to attend, please RSVP to customerregister@bic.nyc.gov no later than Friday, May 11, 2012 with the names of your staff who will attend and the date of attendance.

Please be certain that your attendees have photo identification to present to building security for admittance to the training room.

Feel free to contact me at 212-676-0487 with any questions or concerns you may have.

Sincerely,

Ira H. Spaner
Director of Management Information Services