



NORRIS
MCLAUGHLIN | P.A.
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cordially invites you to

Are You I-9 Compliant?

Raymond G. Lahoud, member of law firm Norris McLaughlin, P.A., and Chair of its Immigration Law Group, is pleased to present a Form I-9, Employment Eligibility Verification Instructional Seminar, for human resource professionals, business owners, compliance officers, management, and administrators at organizations and companies in every industry, and of every size. Topics discussed will include:

- Form I-9 Basics & Compliantly Completing the Form I-9
- Verification of Remote Employees
- Re-Verification Procedures
- Form I-9 Record Retention
- Form I-9 Remediation
- E-Verify
- Internal Compliance Audits
- Preparing for a Random ICE Audit or Inspection
- Employer Rights and Obligations
- DHS & DOL Employer Immigration Discrimination Investigations
- What to Do When ICE is Raiding Your Business

This program has been submitted for recertification credit hours toward PHR, SPHR, and GPHR recertification through the HR Certification Institute.

When: Wednesday, April 24, 2019

11:30 a.m. — Noon	Registration & Lunch
Noon — 1:15 p.m.	Seminar
1:15 — 1:30 p.m.	Questions & Answers

Where: Norris McLaughlin, P.A.

Three City Center
515 West Hamilton Street, Suite 502
Allentown, PA 18101

Street parking is available, or you may park in the Community Deck—please use 13 South 6th Street in your GPS.

We do not reimburse for parking.

We are offering this seminar free of charge.
Please feel free to share with your colleagues.

Please complete and email the attached Registration Form by **Monday, April 15th**, to **Katlyn Huff** at **khuff@norris-law.com**.

For more information, please call (610) 391-1800.



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Seminar Registration Form

Are You I-9 Compliant?

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Please RSVP before [Monday, April 15](#), to:
Katlyn Huff, Marketing Coordinator
Norris McLaughlin, P.A.
khuff@norris-law.com