



COURSE LOGISTICS

We look forward to your participation in our upcoming COPC® Lean Six Sigma – Yellow Belt training, taking place June 8-12, 2020 with exam on Monday, June 15th in a live, virtual format. This document contains important information you need to know regarding this class and requirements to participate, so please carefully review all information in this document.

Training Class Hours & Format

Class hours are as follows in U.S. Central Time (UTC-06:00):

Monday-Friday, 8:30am-5:00pm.

The final exam (open book/notes) will be administered on Monday, June 15th from 8:30am-12:30pm. Accommodations can be made for the exam to be taken at a later date as long as it is within 10 business days of completing the course.

The course structure includes lectures, scenarios, breakout sessions, readouts from the breakout groups, a quiz and final exam. Students will participate in group activities, which includes group breakout sessions and case work.

Tuition and Registration Details

Tuition for this class is \$2699 per person. This includes all training materials delivered via electronic format, your week of instruction and final exam.

Registration for a seat in this class must be done online at: [Register for this class here.](#)

- For questions regarding the online registration process, please contact Karen Colvin (kcolvin@copc.com or 512-917-3523).
- For information on group discounts, email James Cammareri (jcammareri@copc.com).
- Please ensure that COPC Inc. receives payment within two weeks of online registration to guarantee your seat.

Please note: Payments made within thirty days of class start date must be made by credit card.

Your Class Contact:

Cynthia Lachance

COPC Inc. Training & Event Manager, North America

Email: clachance@copc.com • Mobile: 407-756-9879

Virtual Class Requirements

This course will take place via the internet in a live, virtual environment using two-way video technology.

To participate, you will need:

- Access to reliable internet service
- A computer equipped with both a microphone and video camera (needed for live interactions and group work)
- Two monitors or a monitor and tablet (A monitor to view the presentation and instructor, and a second monitor or tablet to view the training materials and to take notes)
- All course materials will be delivered via secure, electronic format, and the final exam will be delivered via a secure online portal.

Cancellation Policy

Cancellation requests received in writing sixty (60) to thirty (30) days before the training start date:

Attendee may choose to:

- 1) send a substitute attendee to the class without penalties (as long as written/e-mail notification of this request is made to COPC Inc., including the new attendee's name); or,
- 2) apply paid tuition to the next scheduled U.S. session for the same enrolled student (**\$250 transfer fee applies**). Option #2 may be exercised only once per registration and cannot be cancelled for the next class if originally deferred.

Cancellation requests received thirty (30) or fewer days before the training start date: Attendee will forfeit tuition.

Alternately, registrant may send a substitute attendee to the class without penalties (as long as written/e-mail notification of this request is made to COPC.