



### COURSE LOGISTICS

#### Training Class Hours and Format

Class hours are as follows in U.S. Central Time:

- Tuesday, September 6: 8:30 a.m. - 12:30 p.m.
- Wednesday, September 7: 8:30 a.m. - 12:30 p.m.
- Thursday, September 8: 8:30 a.m. - 12:30 p.m.

The final exam (open book/notes) will be self-administered via SurveyMonkey and must be completed within five (5) business days of completing the course.

The course structure includes lectures, engaging breakout discussions, and strategic insights shared by the instructor and participants in the main session.

#### Registration

Your registration should be completed online at the link following. Please disregard if you have already registered.

#### [Class Registration Link](#)

Payment is due within 14 days of the class start date to guarantee your registration.

#### Registration Contact

Karen Colvin  
COPC Inc. | North America  
[kcolvin@copc.com](mailto:kcolvin@copc.com)  
(512) 917-3523

### Class Requirements

This course will be instructed 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 (for live interactions)
- Two monitors or a monitor and tablet (One monitor to view the presentation/instructor, and a second monitor or tablet to view the training materials and to take notes)

**NOTE:** All course materials will be delivered via secure, electronic format.

#### Cancellation Policy

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

- 1) Send a substitute attendee to the class without penalties. Written notification should be made to COPC Inc.
- 2) Apply paid tuition to the next scheduled U.S. session for the same enrolled student (**\$250 transfer fee applies**). This option may be exercised 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. Written notification of this request is required.

[www.copc.com](http://www.copc.com)