



# COPC® Mastering Workforce Management Live Virtual Training | May 13 - 17, 2024

## COURSE OVERVIEW

COPC® Mastering Workforce Management training is instructed in a live, virtual format using two-way video technology. This course includes a final exam to earn the Certified Professional Manager designation.

### Course Hours in U.S. Central Time (UTC -06:00)

- Monday, May 13: 9:00 am – 1:00 pm
- Tuesday, May 14: 9:00 am – 1:00 pm
- Wednesday, May 15: 9:00 am – 1:00 pm
- Thursday, May 16: 9:00 am – 1:00 pm
- Friday, May 17: 9:00 a.m. – 1:00 p.m. An exam (open e-book/notes) will be administered.

### Course Format

This course includes lectures, scenarios, live discussions, live polls, and knowledge checks, concluding with a final certification exam. Students should plan on a content-rich and lively training experience.

### Course Tuition

Tuition is \$1,950 per person, including access to electronic training materials and a final exam.

There is a \$250 administrative fee to pay by invoice for less than four individuals from the same company.

Discounted tuition is \$1,755 per person if four or more from one company attend this training session. Please email Karen Colvin for a discount code.

### Course Registration

Registration must be completed online using this [Course Registration Link](#).

*Registrations are taken on a first-come-first-served basis and cannot be held or confirmed until payment has been received.*

### Course Preparation

You will receive pre-instructions from your facilitators the week before the training.

### Course Contact:

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

## Course Requirements & Cancellation Policy

### Required Technology

- Access to reliable internet service
- A computer equipped with a microphone and video camera (mandatory on-screen course)
- Two monitors or a monitor and tablet (One monitor to view the presentation and instructor and a second to view the training materials and take notes, which you can do within the electronic training materials)

**NOTE:** All course materials will be delivered in a secure, electronic format, which you can access post-training.

### Cancellation Policy

Cancellations outside of 60 days receive a full refund.

Between 31 and 60 days, a 5% transfer fee will be applied if registrants are moved to a later class. Paid tuition will be applied to the new class registration in the same region. Cancellations will not be refunded.

Between 1 and 30 days, a transfer fee of 25% will be applied if registrants are moved to a later class. Paid tuition will be applied to the new class registration in the same region. Cancellations will not be refunded.

Fees can be waived if a substitute student is sent, contingent upon submitting the request in writing 14 days or more before the class.

*Written notification of transfer or cancellation is required and should be sent to Karen Colvin at [kcolvin@copc.com](mailto:kcolvin@copc.com).*

**For In-Person Training only:** COPC Inc. will not be responsible for losses in the advanced purchase of airfares or other travel arrangements made by the participant or company under any circumstance.