

# Registration Form

**Course Title:** Power System Protection and Protective Device Coordination

**Location:** The course will be held in a classroom within the University of Oklahoma, Shusterman Learning Center, 41<sup>st</sup> Street and S. Yale Ave., Tulsa, OK.

**Dates and Times:** 0800 hours Monday, **11 January** to 1100 hours Friday, **15 January, 2021**.

Note: Attendance for all sessions is required for obtaining the full 3.3 CEUs / 33 PDHs.

**Registration cutoff date: 18 December 2020**

**Registration:** Presently there are *spaces allocated for 12 students*. Registration or cancellations for the course should be submitted prior to the *cutoff date* to ensure classroom space, availability of lecture materials, and for refunds. See tuition cancellation policies below. ***I.E.E.E. members must have registration submitted two weeks prior to course and membership verified by I.E.E.E. for 10% discount eligibility.***

Register before 1 September 2020 and receive an additional 5% discount. Please note that payment is not due at the time of registration. **Registration reserves a space for the attendee.** See the section “Method of Payment” for payment cutoff date and instructions. Do not send a payment with the registration unless registering after the cutoff date.

**Hotel, Information, and Policies:** There are ample hotel and eating establishments in the vicinity. There is also a deli shop on campus that serves various soups, sandwiches, hamburgers, and salads. The full address for the Learning Center is 4502 E. 41st Street, Tulsa, OK 74135. A map of the location is on the Quadrelec website.

- The Learning Center is one building on the east side of the campus complex. There is a parking lot on the south side of the building but attendees are allowed to park in other lots close by. Closest entry to the Learning Center is on east side of campus from Yale Ave. at a stop light.
- Nearest airport: Tulsa International.
- There are several hotels 1 mile south of the Learning Center. Ample eating establishments are in walking distance of the hotels. LaFortune Park is just south of these hotels and include running trails and both a par 3 and professional public golf courses.

**Course Tuition:** \$2,200.00 (US) for non-IEEE members, \$1,980.00 (US) IEEE members only. Tuition should be paid directly to Quadrelec Engineering Corp.

(Note: Tuition covers lecture reference materials and one copy of the book “A Practical Guide to Short-Circuit Calculations, 2<sup>nd</sup> Edition” by Conrad St. Pierre. See cutoff dates above.)

**Refresher Tuition:** \$700 (US). **No discounts for early registration.** Tuition assumes student will bring their previous course binder and book by Conrad St. Pierre to the course. Tuition provides for copies of the latest lecture slides and supplementary documents along with full CEUs.

(Please print clearly or type all information. Fax or mail this page of the form to the address or fax number below)

**Student Information** (Please print clearly)

Name of student: \_\_\_\_\_  
Company or Organization Represented: \_\_\_\_\_  
Full name desired on C.E.U. Certificate: \_\_\_\_\_  
Certificate Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Phone Number: \_\_\_\_\_  
Student E-mail Address: \_\_\_\_\_

(Note: Email addresses are not distributed to any other commercial firm or individual)

I.E.E.E. Member Number: \_\_\_\_\_ (Required for 10% IEEE discount)  
Professional Engr. License Number: \_\_\_\_\_ (Required for Florida only for IEEE CEUs)

If a refresher course attendee, list the year course was attended for confirmation: \_\_\_\_\_

If you need a copy of the current workbook check here:  . (An additional fee of \$125 will be added to the refresher tuition fee.)

**Method of Payment:**

Except for a government training form or other government procurement purchase orders, **payment will be expected one week prior to course attendance.**

I will be paying the tuition of this course by:

(Please check one of the payment options and provide requested information)

- Credit Card (Please call in the information for billing to 918-744-7172 between the registration cutoff date above and the beginning of the course. Charges will not be made prior to the payment date above in case of cancellation. Card information is not retained by the company. Only **PayPal**, Visa, MasterCard, American Express, Discover/Novus, Diner's Club/Carte Blanche, Japanese Credit Bureau, enRoute, debit cards and EBT (Electronic Benefit Transfer) can be accepted.)

Authorized Credit Card Signature: \_\_\_\_\_

Telephone Number of Card Holder: \_\_\_\_\_

Email of Card Holder: \_\_\_\_\_ (for receipts)

- Check (Make checks payable to Quadrelec Engineering Corp.)  
 Government training request or other government purchase order  
 Bill us:

Send Bills to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Order or government form tracking number: \_\_\_\_\_

Signature of Authorized Company Representative

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

Payment information and this registration form can be mailed, emailed, or faxed to the company at:

Quadrelec Engineering Corp.  
4338 S. Jamestown Ave.  
Tulsa, OK 74135  
FAX: 918-744-7106  
Email: [qec@quadrelec.com](mailto:qec@quadrelec.com)

**Tuition Refunds:** Registrations must be received no later than the cutoff date listed above in the registration information so that adequate student materials and space can be made available and so that IEEE membership can be verified. For a full refund of any pre-paid tuition for this course, cancellation must be received in writing no later than cutoff date listed above. If cancellations are received after that date, there will be a \$300 assessment per student deducted from any refunded prepaid amounts or government purchase orders.

**Advance Shipment of Training Materials**

Advance shipment of the student workbook and textbook used for the course will only be shipped to the student in advance of the course upon receipt of full payment of the course fee. Payment for course fee and advance workbooks and textbooks will be **non-refundable** and not subject to the Tuition Refund clause above. An additional shipping and handling charge of \$50.00 will be required in addition to the course fee, for advance shipment of these materials.