

Registration Form

Course Title: Power System Protection and Protective Device Coordination

Location: The course will be held in the conference spaces within the Hilton Garden Inn, Tulsa, OK

Dates and Times: 0800 hours Monday, **22 January** to 1100 hours Friday, **26 January 2018**.

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

Registration cutoff date: 15 January 2018

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 December 2017 and receive an additional 5% discount. Please note that payment is not due at the time of registration and registration does not monetarily commit the student to pay for the course. See the section “Method of Payment” for payment cutoff date.

Hotel Reservations, Information, and Policies: For hotel information and rooms, nearby restaurants, and local attractions, see the hotel webpage. There are 12 eating establishments within a one block radius of the hotel. The full address for the hotel is Hilton Garden Inn-Tulsa Midtown, 4518 E Skelly Drive, Tulsa, Oklahoma, 74135. The web link to the hotel’s web site can be found at the bottom of this registration form.

Tel: 1-918-878-7777. The hotel amenities include:

- Restaurant in hotel. Contact the hotel for any special offers.
- Free refreshments and lunch throughout the day provided by Quadrelec Engineering Corp. as part of the course fee.
- Nearest airport: Tulsa International
- Several type of restaurants, a park, and 3 mile jogging trail are within walking distance of the hotel.

Registration Contact: Call directly to the hotel.

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, 2nd Edition” by Conrad St. Pierre. See cutoff dates above.)



(Please print clearly or type all information. **Fax or mail pages 2 and 3 of this 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)**

Method of Payment:

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

I will be paying the tuition of this course by:

(Please check [X] 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 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



QUADRELEC
ENGINEERING CORPORATION
SETTING THE STANDARD

_____ Bill us:

Send Bills to:

Purchase Order or government form tracking number: _____

Signature of Authorized Company Representative

Signature: _____

Name: _____

Position in Company: _____

Payment information other than credit cards and this registration form can be mailed or faxed to the company at:

Quadrelec Engineering Corp.
4338 S. Jamestown Ave.
Tulsa, OK 74135
FAX: 918-744-7106

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.

Hotel Web Link

<http://hiltongardeninn3.hilton.com/en/hotels/oklahoma/hilton-garden-inn-tulsa-midtown-TULMDGI/index.html>