



2022 ATTI Class Registration Form

Phone: 812-288-8285 or 800-264-8285

Email: training@amatrol.com

PLEASE COMPLETE AND RETURN THIS FORM BY EMAIL AS SOON AS POSSIBLE

Registration Information

Name: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Cell Phone: _____

Summer Phone: _____ Summer Email: _____

Business Phone: _____ Business Email: _____

Please check the appropriate course(s) you wish to attend, choosing the appropriate attendance method.

You are not registered until Amatrol confirms it with you. Do not make travel arrangements until you have confirmation.

All 2022 classes will meet Monday – Thursday, 9:00 – 4:30, Friday 8:30 – 12:00, for 32 CEU hours. See Attachment A, Revised 2022 ATTI Class Information for additional class information.

2022 Class Changes:

Class Attendee Location: Classes are being offered a combination of on-site attendance and remote by Zoom.

Zoom Attendance Requirements: To qualify for Zoom attendance, you must have the current or approved version of required equipment as well as meet the specifics shown in Attachment B.

Class	Dates	Attendance Method		For Remote Zoom, Do You Meet Requirements?
		On Site at Amatrol	Remote by Zoom	
Mechatronics PLC Programming – S715	June 6-10,2022		N/A	N/A
Mechatronics 1 Pre-requisite Mechatronics PLC Programming or PLC Basics, Mechatronics	June 13-17,2022	<input type="checkbox"/>	N/A	N/A
I4F Course 1&2	June 13-17,2022	<input type="checkbox"/>	N/A	N/A
Mechatronics – Siemens Smart Factory Pre-requisite Mechatronics 1	June 20-24,2022	<input type="checkbox"/>	N/A	N/A
Tabletop Mechatronics	June 20-24,2022	<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Tabletop Mechatronics – Smart Factory Pre-requisite Tabletop Mechatronics	June 27-July 1,2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Foundation Technologies	June 27-July 1,2022	<input type="checkbox"/>	N/A	N/A
PLC Basics - AB	July 11-15,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fluid Power Basics	July 11-15,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Process Control – Level and Flow	July 11-15,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
PLC Basics – Siemens S7-1200	July 18-22,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mechanical Drives 1	July 18-22,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ignite Course 1 &2	July 18-22, 2022	<input type="checkbox"/>	N/A	N/A
Motor Control	July 25-29,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Class	Dates	Attendance Method		For Remote Zoom, Do You Meet Requirements?
		On Site at Amatrol	Remote by Zoom	
Ignite Course 3&4 Pre-requisite Ignite Course 1&2	July 25-29,2022	<input type="checkbox"/>	N/A	N/A
HVAC Heat Pump	August 1-5,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
HVAC Mini Split	August 8-12,2022	N/A	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note the below training classes: Full Tuition Required

Class	Dates	Attendance Method		For Remote Zoom, Do You Meet Requirements?
		On Site at Amatrol	Remote by Zoom	
MSSC CT-SCA Instructor Training	May 23-27,2022	<input type="checkbox"/>	N/A	N/A
MSSC CT-SCA Instructor Training	August 22-26,2022	<input type="checkbox"/>	N/A	N/A

Class Tuition and Administrative Fee

Class Tuition

Please check the tuition fee schedule that applies to you. If you have questions, please call us at 800-264-8285 to discuss.

- ☐ **Free Tuition** – Select if your organization has purchased the learning system(s) applicable to the class(es) selected. You will still be required to pay the \$150 administrative fee per class.

Regular Tuition – Please note that those who have our equipment will get precedence over those who do not.

- ☐ **Full Price Tuition:** Select if you do not own the learning system(s) applicable to the class and are not employed by a secondary or post-secondary education organization. Regular tuition varies by class, generally ranging from \$695 - \$995/seat. Call Amatrol for more details on pricing.
- ☐ **Educator Discount of 50% from Full-Price Tuition** - Select this option if you do not own the learning system(s) applicable to the class and are employed by a secondary or post-secondary education organization. Regular tuition varies by class, generally ranging from \$695 - \$995/seat. Call Amatrol for more details on pricing.

Administrative Fee

All classes require an administrative fee of \$150 for each attendee per class. The fee includes a technology charge, classroom supplies, and if on-site, lunch. Remote class participants are responsible for their local equipment and meals. All class participants are responsible for morning and evening meals, lodging and transportation. **Administrative fees are due within 10 days of registering for a class or the seat will be opened again.**

Please select the payment method for items where payment is required. There will be a separate charge for each payment item if you are using a credit card.

Class Title	Tuition Fees (\$)	Tuition Payment Method	Administrative Fees (\$)	Administrative Fee Payment Method	Total Due Amatrol (\$)
EXAMPLE: ABC Class	\$695 x 50% = \$347.50	<input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Business Credit Card <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Amatrol Distributor	\$150	<input type="checkbox"/> Personal Credit Card <input checked="" type="checkbox"/> Business Credit Card <input type="checkbox"/> Purchase Order* <input type="checkbox"/> Amatrol Distributor	\$497.50
		<input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Business Credit Card <input type="checkbox"/> Purchase Order* <input type="checkbox"/> Amatrol Distributor	\$150	<input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Business Credit Card <input type="checkbox"/> Purchase Order* <input type="checkbox"/> Amatrol Distributor	

		<input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Business Credit Card <input type="checkbox"/> Purchase Order* <input type="checkbox"/> Amatrol Distributor	\$150	<input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Business Credit Card <input type="checkbox"/> Purchase Order* <input type="checkbox"/> Amatrol Distributor	
Grand Total (\$) :					

*Purchase Order Payment

If using a purchase order for tuition or administrative fees, please e-mail a copy of the purchase order along with this registration form.

Unable to Attend Class after Registration has been completed

Administrative fees less a \$30 processing charge will be refunded if you cancel within 30 days of the class start date. Cancellations within 7 days of the class start date or no shows forfeit the full administrative fee.

Lodging Reservations and Expenses for On-Site Classes

All clients are responsible for making their own lodging and transportation arrangements.

Lodging

All attendees are responsible for making their own lodging arrangements. Please plan to arrive at your lodging on the day prior to start of the class. You are welcome to choose any hotel. However, Amatrol has arranged a special rate with the Sheraton Louisville Riverside hotel. The Sheraton includes the following amenities:

- Located near the Ohio River and several local restaurants
- 100% non-smoking rooms
- Make a Green Choice Program: Forgo full housekeeping services and receive Starwood points or \$5.00 F&B voucher
- Refrigerators are available upon request.

Sheraton Louisville Riverside

700 West Riverside Drive, Jeffersonville, IN 47130. Phone: 812-284-6711

Be sure to mention you are with **“The Amatrol Training Group.”**

- Reserve via phone with credit card: 812-284-6711
- Reserve with purchase order: Samantha Del Pozo directly at 812-206-7163
- Please contact training@amatrol.com to inquire about extended stay packages at the Sheraton hotel (Longer than 7 days).
- If you would like to request a deluxe room, please contact Samantha Del Pozo directly at 812-206-7163 or sdelpozo@sheratonlouisville.com. **Deluxe rooms are limited to availability.**

Single Rate	Double Rate
Regular Room, No Refrigerator	
\$112.00	\$112.00
Deluxe Room, No Refrigerator	
\$129.00*	\$129.00*
<i>Refrigerators available upon request as availability permits.</i>	

Fairfield Inn & Suites by Marriott Louisville-Jeffersonville

3000 Gottbrath Parkway, Jeffersonville, IN 47130. Phone: 812-913-1610

Be sure to mention you are with **“The Amatrol Training Group.”**

- Reserve via phone with credit card: 812-913-1610
- Reserve online [Business Hotel in Jeffersonville | Fairfield Inn & Suites Louisville Jeffersonville \(marriott.com\)](http://BusinessHotelinJeffersonville|FairfieldInn&SuitesLouisvilleJeffersonville.marriott.com)
- If you would like to request a deluxe room, please contact Fairfield Inn directly at 812-913-1610.

Single Rate	Double Rate
Regular Room, with Refrigerator	
\$82.00	\$82.00
Deluxe Room, With Refrigerator	
\$92.00*	\$92.00*

Local Transportation

For your safety and the safety of our employees, Amatrol will not provide transportation to and from the hotel. Please arrange your own transportation to / from class. Please see Attachment A for additional travel information.

On-Site Dietary Restrictions

Do you have any dietary restrictions for lunch? ☐ **No** ☐ **Yes**

If yes, please explain: _____

Do not make travel arrangements until your registration has been confirmed by Amatrol.

PLEASE COMPLETE AND RETURN THIS FORM BY EMAIL AS SOON AS POSSIBLE

Email: training@amatrol.com

Attachment A

Revised 2022 ATTI Class Information



Amatrol, Inc.
2400 Centennial Blvd.
Jeffersonville, IN 47130
Phone: 812-288-8285 or 800-264-8285

Email: training@amatrol.com

Classes: Once your registration is confirmed, please make your hotel and airline reservations accordingly. We strongly recommend that you arrive the night before classes begin.

Amatrol classes posted on www.amatrol.com are available at no tuition cost to all customers who have purchased the applicable Amatrol learning system(s). Customers who have purchased a learning system qualify for free tuition for up to 3 instructors from a single organization each year the classes are offered. As with all Amatrol classes, these are “train-the-trainer” focused. All learning systems are identified in Amatrol’s North American Price List and contain “Learning System” as part of the product name. Selective purchases of such items as modules, parts, kits, equipment or multimedia alone do not meet the requirements for free classes. Please contact your local Amatrol distributor with any questions.

Registration: Registration for classes is on a first-come, first-serve basis. You are not confirmed as a registrant until your registration form has been received in our office and available space for the attendance method confirmed. Classes fill quickly, so send in your registration as soon as possible. Once the class is full, no more registrations will be accepted.

Confirmation: Once we have received your completed class registration form, we will review to make sure all requirements are met for the method of attendance selected and send your class confirmation via your preferred contact method (Email).

Lodging: Amatrol has arranged for a discounted rate at the Sheraton Louisville Riverside. **To receive the discounted pricing listed on the hotel lodging form, contact the hotel directly via the link on the registration form or by calling the hotel’s local number at 812-284-6711. Be sure to mention that you are with “The Amatrol Training Group”.** If your Amatrol representative is paying your hotel expenses, please contact them to arrange reservations. (Please note that this hotel is Non-Smoking.) **For those wanting use of a refrigerator, request this from the Sheraton directly.**

PPE: Closed-toe shoes are required for all classes. Please observe business casual attire – jeans are OK but no cutoffs.

Meals: For on-site attendees, Amatrol will provide a catered lunch on every class day that ends after noon. Classes that end at noon will not be provided a catered lunch. **If you have any dietary restrictions, please let us know prior to the first day of class.**

Air Travel / Airport Shuttle: If traveling by air, Louisville Muhammad Ali International Airport (SDF - formerly Standiford Field), in Louisville, Kentucky, is the nearest airport. The Sheraton Louisville Riverside provides shuttle service until 11:00 p.m. Please call the hotel at 812-284-6711 in advance to advise them of a pick-up time in order to avoid any delay in waiting for the shuttle. The hotel is about 20 minutes driving time from the airport. **Note that you are responsible for travel to and from Amatrol each day.**

If you have any questions regarding any training session, we will be happy to help you! Please feel free to give us a call at 812-288-8285.

Zoom Class Attendance Requirements

Zoom Requirements for Students Attending Amatrol Classes Remotely

1. Training Equipment

- Access to the Amatrol equipment and software specified for the class. If you are unsure, contact Amatrol's Market Services at 812-288-8285 for assistance.
- Different versions can be considered for use but require approval from the Training Director before registration/class attendance can be confirmed.
- Building access during class hours.

2. Computer, Internet, and Wireless Access

- A tablet, laptop, or computer with internet access that can run eLearning.
- If additional software is required, such as PLC programming, FaultPro, etc., it must be installed on a computer connected to the equipment.
- For those using cell phones, tablets, or other remote devices, you must have a good signal near the equipment. This can be an issue in some buildings and could require you to relocate your equipment to a different area for training.

3. Video and Audio Capabilities

- Both audio and video capabilities are required to attend via Zoom. Tablets, cell phones, and computers that have audio and video will work well.
 - Test the audio and video capabilities at the Zoom site at least a week before class.
 - Note that video and audio drain batteries quickly, so be prepared to charge during the day near your equipment.

4. Zoom Access

- Students must have a Zoom account. The free account will work fine.
- The Zoom app is also required – please download to the device you will use for class interface.

Amatrol will Provide Class Materials, Excluding Equipment and Locally Installed Software

1. Instructor
2. ELearning / LMS access for class
3. Printable PDFs of the following for equipment used in the class:
 - Installation Guide
 - Instructor's Guide
 - Equipment Skills (please print these)
 - Course Outline / Class Syllabus

Enhancements to Make Zoom Attendance Work Even Better At Your Location

1. Printing the skills PDF will make it much easier to work on the equipment.
2. Tripods are beneficial but not essential. It will enable you to work with both hands when interacting via Zoom for assistance.
3. A Bluetooth earpiece is helpful for audio. Like other devices, they do have limited talk time so plan to recharge any you use during lunch.