

Training Enrollment Form

Enroll today! Class sizes are limited and early registration is encouraged. Please follow the instructions for enrolling for a class contained in each section of this directory.

Please photocopy this form if you wish to enroll multiple students.

Student Information

Student Name _____

Student Phone Number _____ Fax Number _____

Email Address _____

Company Name _____

Mailing Address _____ City _____ State _____ Zip _____

Supervisor's Name _____ Supervisor's Phone Number _____ Fax Number _____

Supervisor's Signature _____

We are (choose one) Direct Sales Distributor End User Other

If End User or Other, your supplier is a: Direct Sales Office Distributor Other

Supplier Company Name _____

Mailing Address _____ City _____ State _____ Zip _____

Contact at Supplier Company _____

Course Information

Course Name _____

Course Number _____

Dates _____ Location _____

Billing Information

Billing Address _____ City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Payment Information*

If training prices are not listed, please call the contact person in the applicable section before completing this portion of the form.

Purchase Order _____ SBT Job Number _____

Credit Card VISA MasterCard American Express

Card Number _____ Expiration Date _____

Cardholder Name _____ Signature _____

Branch Contact _____ Location _____

Payment information must be completed. If paying by credit card, please enter the billing address for the card in the Billing Information section.

Student Cancellation

Policy: 25% of the tuition is charged if you cancel less than 4 weeks prior to the first day of class, and 50% of the tuition is charged if you cancel less than 2 weeks prior to the first day of class. The full tuition is charged if you do not cancel your enrollment and do not attend the class. The cancellation fee will be waived if your company sends a qualified student to attend the class as your substitute.

Note: Siemens Industry reserves the right to cancel classes and assumes no liability for expenses incurred by students due to class cancellation. All students will be notified of cancellations.

Training Options

Dates and Locations

See the list on page 24.

We offer three types of building automation training:

1. Classroom Training with Hands-on Labs (3 to 4 days)

These courses are specifically designed to teach students to use Siemens Industry products to control facilities more efficiently, reduce energy costs, and improve building occupants' comfort. Our classroom training provides objective-based learning and includes hands-on labs to allow students to practice with our building controls hardware and software. Enrollment is limited so that instructors may give individual attention to each student. Students work in pairs during the hands-on labs. These classes are scheduled at local Siemens Industry offices and can be taught at customers' facilities. See pages 7-23 for course descriptions and pages 24-30 for training dates and locations.

How to Enroll

Contact your local Siemens Industry office.

Lodging and Transportation

Students are responsible for their lodging and transportation when attending training at any location. Hotel and travel recommendations are included in the confirmation letters sent to students after enrolling.

Confirmation

If a confirmation letter is not received three weeks before the class begins, call **1-800-487-7771**.

Cancellation Policy

Students who cancel less than four weeks prior to the first day of class are charged 25% of the tuition and less than two weeks prior to the first day of class are charged 50% of the tuition. The full tuition is charged if students do not cancel their enrollment and do not attend the class. The cancellation fee will be waived if a qualified student attends the class as a substitute.

Siemens reserves the right to cancel classes and assumes no liability for expenses incurred by students due to class cancellation. All students will be notified of class cancellations.

2. Overview Training (4 to 6 hours)

Overview courses are four to six hours in length. They are taught at customers' facilities or at local Siemens Industry offices by the personnel who install or service our systems. See page 32 for course descriptions. Contact your local Siemens Industry office for more information.

3. Web-Based and CD Training

Our website, **www.TrainingLearningCenter.com**, offers many web-based training modules about our building controls systems and general building information. This training can be used to introduce students to our systems or to review information learned in an earlier class or through job experience. New web-based training modules will be added throughout the year. See page 37 for details.

Log on to:

www.TrainingLearningCenter.com to begin training or contact your local Siemens Industry office to purchase training CDs.

If you have questions, call **1-800-487-7771** or send an email to: **EducationServices.SBT@Siemens.com**.

Office Locations

United States

Alabama

Birmingham
205-403-8388

Alaska

Anchorage
907-563-2242

Fairbanks
907-479-7034

Juneau
907-364-2543

Arizona

Phoenix
602-567-2200

Arkansas

Little Rock
501-374-5420

California

Los Angeles
714-761-2200

Sacramento
916-553-4444

San Diego
858-693-8711

San Francisco
510-783-6000

Colorado

Colorado Springs
719-266-6565

Denver
303-279-8500

Connecticut

Hartford
860-635-4113

District of Columbia

Washington, DC
301-837-2600

Florida

Jacksonville
904-527-6000

Miami
954-364-6600

Orlando
407-571-1900

Palm City
772-419-2800

Pensacola
850-433-5995

Tallahassee
850-504-0344

Tampa
813-261-8700

Georgia

Atlanta
770-935-2000

Savannah
912-239-9820

Idaho

Boise
208-658-9107

Moscow
208-883-8330

Illinois

Chicago
847-803-2700

Normal
309-664-2460

Indiana

Indianapolis
317-293-8880

Iowa

Des Moines
515-963-1400

Kansas

Kansas City
913-905-6700

Wichita
316-267-5814

Kentucky

Louisville
502-267-1571

Louisiana

Lafayette
337-233-7431

New Orleans
504-466-9300

Maine

Scarborough
207-885-4100

Maryland

Baltimore
301-837-2600

Beltsville
301-837-2600

Massachusetts

Boston
781-575-1900

Michigan

Detroit
734-456-3800

Grand Rapids
616-538-1611

Minnesota

Minneapolis
651-631-8533

Mississippi

Jackson
601-718-1310

Missouri

Kansas City
913-888-2646

St. Louis
314-567-5570

Nebraska

Kearney
308-237-2200

Omaha
402-891-8174

Nevada

Las Vegas
702-855-5300

New Hampshire

Exeter
207-855-4100

New Jersey

Pine Brook
973-575-6300

New Mexico

Albuquerque
505-798-9644

New York

Albany
518-782-0131

Buffalo
716-568-0983

Falconer
716-664-9826

Long Island
631-218-1000

New York City
973-575-6300

Rochester
585-797-2300

Syracuse
315-437-2726

North Carolina

Charlotte
704-847-1680

Greensboro
336-691-0740

Raleigh-Durham
919-469-5095

North Dakota

Fargo
701-237-3763

Ohio

Cincinnati
513-742-5590

Cleveland
216-332-7360

Columbus
614-846-9540

Oklahoma

Oklahoma City
405-787-4390

Tulsa
918-615-1430

Oregon

Eugene
541-338-4096

Portland
503-207-1900

Pennsylvania

Harrisburg
717-697-4656

Philadelphia
215-654-8040

Pittsburgh
412-257-2111

Rhode Island

Warwick
401-732-4787

South Carolina

Columbia
803-765-9070

Spartanburg
864-573-9999

South Dakota

Rapid City
605-343-7037

Sioux Falls
605-336-3788

Tennessee

Memphis
901-377-6223

Nashville
615-832-0500

Texas

Austin
512-339-6991

Dallas
972-550-8488

Houston
281-949-3000

San Antonio
210-641-2921

Utah

Salt Lake City
801-316-2500

Vermont

Albany, NY
518-782-0131

Virginia

Richmond
804-222-6680

Roanoke
540-563-8877

Virginia Beach
757-490-6026

Washington

Mt. Vernon
360-336-3300

Seattle
425-507-4372

Spokane
509-891-9070

Wisconsin

Appleton
920-739-6885

Eau Claire
715-835-6696

Milwaukee
414-475-3700

Port Edwards
715-887-4400

Canada

Alberta

Calgary
403-259-3404

Edmonton
780-486-1234

British Columbia

Vancouver
604-273-7733

Manitoba

Winnipeg
204-774-3411

Nova Scotia

Halifax
902-835-8316

Ontario

Brampton
905-799-9937

Hamilton
905-643-2200

London
519-680-2380

Ottawa
613-733-9781

Toronto
905-799-9937

Quebec

Montreal
514-374-0044

Quebec City
418-622-2991

Puerto Rico

San Juan
787-622-9293

Headquarters

**Education
Services**

Buffalo Grove,
Illinois
1-800-487-7771