



Enrollment Information

Approximately 20 days prior to the start date of the class, you will receive Final Confirmation that the class has been finalized. Receipt of a Final Confirmation should be considered a notification the class will be held as scheduled. If for any reason, the location of the class is changed, you will be notified.

Typically, classes begin at 8:30 a.m. and end at 5:00 p.m. with a break for lunch. Actual class times may vary depending upon class and class location and will be confirmed in the Final Confirmation. Students are asked to bring a laptop computer to training classes in satellite locations (Midland, Liberal and Bakersfield). Laptops are optional, but helpful, for training classes in Bartlesville. Students learning calibration techniques are encouraged to bring their preferred calibration equipment, some equipment will be available for use.

Students who cancel enrollment between 10 and 3 business days prior to class date, will be charged a \$100 cancellation fee. "No Show" students and students who cancel enrollment with less than 3 business days prior to class date will be responsible for the full tuition regardless of payment arrangements.

If you require any additional information or a map to aid you with your travel plans, please don't hesitate to call or make contact by e-mail at one of the addresses below. Students are responsible for making travel, accommodation and meal arrangements.

Bartlesville, Liberal, Houston, Midland and Natrona Heights Offices

Jeanie Baker
7051 Industrial Blvd.
Bartlesville OK 74006
800-442-3097 (Opt. 3)
Fax: 918-338-4607
Jeanie.Baker@us.abb.com

Bakersfield Office

Sandy Ross
4300 Stine Rd., Suite 405-407
Bakersfield CA 93313
661-833-2030
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