

Registration Form

Course Titles: Grounding Electrical Power Systems, Modules 1 and 2, and Lightning and Surge Protection, Module 3

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

Dates and Times:

Module 1: Grounding Low Voltage Systems, 0830 hours Monday, **October 23** to 1700 hours Tuesday, **October 24 2023**. 1.5 CEUs/ 15 PDHs

Module 2: Grounding High Voltage Systems, 0800 hours to 1700 hours, Wednesday, **October 25**. 0.7 CEUs/ 7 PDHs

Module 3: Lightning Protection, 0800 hours to 1700 hours, Thursday, **October 26 2023**. 0.7 CEUs/ 7 PDHs

Note: Attendance for all session hours is required for obtaining the full credit hours.

There will be an optional opportunity on the Friday morning to noon to clarify or expand any material covered during the week for those who wish to attend.

Registration cutoff date: 16 October 2023

Registration: Presently there are *spaces allocated for 8 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.***

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: For hotel information, nearby restaurants, and local attractions, see the hotel webpage. There are 11 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 on the website listing for the course.

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

- Special room rate of \$112/night if you call the hotel direct and use the rate code QUAD.
- Restaurant in hotel and a cooked to order free breakfast for those staying at the hotel.
- Free refreshments throughout the day provided 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.
- Check with the hotel for the any special room rate set aside for this course Quadrelec Engineering group rate (Code – QUAD or at the link on the webpage.

Travel: Attendees traveling by air should allow room in their luggage for a 3-ring binder, 2”x12”x11”. Total weight: 3.5 lbs.

Course Tuition:

Module 1: \$950.00 for non-IEEE members, \$855.00 IEEE members only.

Module 2: \$500.00 for non-IEEE members, \$450.00 IEEE members only.

Module 3: \$500.00 for non-IEEE members, \$450.00 IEEE members only.

Tuition (US currency) should be paid directly to Quadrelec Engineering Corp.

(Note: Tuition covers a workbook including all lecture and lab reference materials. A copy of the book “Soares, Grounding and Bonding, NEC 2020” that will be referred to at times during the courses, should be ordered from IAEI prior to course attendance. If attendees have previous versions of the book, they can bring them instead. This book is optional for Module 2 and those attending only Module 2 can order the book in advance if desired from IAEI or request an order on the registration form.)

(Please print clearly or type all information. **Fax, email, or mail 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)

I am registering for: (check all that apply)

Module 1: Grounding Low Voltage Systems Less Than 1000 Volts ☐

I need a copy of Soares Grounding Book for reference in Module 2,
please order me a copy to include in my materials ☐ (Additional cost \$85.00)

Module 2: Grounding High Voltage Systems Over 1000 Volts ☐

Module 3: Lightning and Surge Protection ☐

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. It is preferred that you do not pay prior to registration cut-off date above.**

I will be paying the tuition of this course by:

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

- ☐ Credit Card or Bank Transfer: All credit card or money transfer payments will be process though our “Payments” webpage which can be accessed at : <https://www.quadrelec.com/pages/payments.html>.

This page will link you to PayPal for payment. You do not have to have a PayPal account to use this process. PayPal supports a large number of credit cards, including Visa, Mastercard, American Express, Discover, JCB, Diners Club and EnRoute. Depending on your processor, Payflow Pro also supports level 2 and level 3

Purchasing Cards (P-Cards). Check cards or debit cards with either a Visa or MasterCard logo are supported and treated just like a credit card

- ☐ 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

For your security do not text or email credit card information.

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 book 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.