

**INDICATE THE TYPE OF CLASS:**

COMBINED PROGRAM     REPLACEMENT PROGRAM     NEW CONSTRUCTION PROGRAM

**STEPS FOR SCHEDULING A CLASS:**

- Submit a Class Initiation Form for each class you would like to schedule
- Submit a registration\* for each candidate with all required supporting materials
- Mail or email the Class Initiation Form, candidate registration forms and supporting materials to FGIA:

1900 East Golf Road, Suite 1250  
Schaumburg, IL 60173  
education@fgiaonline.org

\*Registration forms must be submitted at least four weeks prior to the class to allow for registration and shipment processing to be completed two weeks prior to the class. If registration materials or payments are not received at least two weeks prior to the class date, actual UPS shipping fees for the delivery service required, plus the \$12 handling fee and \$35 expedite fee will apply, or you may not be able to hold your class.

Instructor and Class Information

Preparer's Name \_\_\_\_\_ Preparer's Email \_\_\_\_\_

Preparer's Phone Number \_\_\_\_\_  Use the preparer instead of instructor as primary contact for this class

Instructor Name\*\* \_\_\_\_\_ Co-Instructor Name \_\_\_\_\_

Class Date \_\_\_\_\_  Please list this class on InstallationMasters.com

Class Format:  Virtual  In-Person    If Virtual, meeting platform:  Zoom  Teams  GoToMeeting  Other

Virtual Training Link \_\_\_\_\_

Class Location Name \_\_\_\_\_

Class Location Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Phone Number \_\_\_\_\_

Class Materials Shipping Information

**TRAINING MANUALS:**     Ship to Instructor\*\*     Ship to Alternate Contact Listed Below

Alternate Contact (Full Name) \_\_\_\_\_ Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Phone Number \_\_\_\_\_

**CERTIFICATION EXAMS**

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Phone Number \_\_\_\_\_

\*\*Exams will only be shipped directly to the instructor. The address on file for the accredited instructor will be used, or an alternate address may be provided above

## Billing\*/Payment Options

- Bill Instructor for this class       Bill alternate contact below instead of instructor for this class

\_\_\_\_\_  
Attn (Full Name)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Country

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

*\*For all billing requests, one invoice will be provided that includes the registration fees for all candidates, applicable shipping rate and any other class-related processing fees.*

### **PAYMENT OPTIONS**

- If you provide a UPS/FedEx account number, handling fees (see fee schedule) must be included in the total amount due for this class
- If you do **NOT** provide a UPS/FedEx account number, the UPS Ground shipping/handling fees (see fee schedule) must be included in the total amount due for this class

\_\_\_\_\_  
UPS or FedEx Account#

- Invoice (pay by check) - **Payment is required before class materials are shipped, except for FGIA members in good standing**
- My check is enclosed made payable to FGIA
- Credit Card / US Bank Account - **Submit via this link**; invoice # required; **FGIA staff will provide invoice with all applicable fees**

*A 3% credit card processing fee will be added to your subtotal. States exempt from this fee are: California, Colorado, Connecticut, Florida, Kansas, Maine, Massachusetts, New York, Oklahoma, Texas, and Puerto Rico.*

*The 3% fee will be assessed based on the class location.*