

Technical Training

Enrollment

- First step, determine which course you would like to attend.
- Next step, review the training schedule and determine the best dates for you. Please select an alternate date in the event that your first choice is full or cancelled.
- Finally, complete an Ascom Wireless Solutions Technical Training Registration Form and send with payment to:

Ascom (US) Inc.
Attention: Joanne Dodson, Training Coordinator
598 Airport Blvd., Suite 300
Fax: (919) 234-2476

Upon receipt of your completed registration documentation, the Training Department will verify space availability (classroom courses) and prerequisites. The Training Department will then:

- ◆ Classroom Courses – The Ascom coordinator will send an email confirmation any pre-course material (when applicable).
- ◆ CBT – The Ascom coordinator will process the order and poll for completion prior to instructor led training.
- ◆ E-Learning - The Ascom coordinator will process the order or direct the individual to an online order system.

General Information

- ◆ The Ascom Technical Training Center is located at: 598 Airport Blvd., Suite 300 Morrisville, North Carolina
- ◆ **Classes begin promptly at 8:30 am each day.** When making travel arrangements, it is generally best to assume that all class days are eight hours.
- ◆ Registration for classes will be accepted up to five (5) working days prior to start of the class providing space is available.
- ◆ **Cancellation / No Shows: Cancellation notice must be made at least five (5) working days prior to the start of class.** A cancellation fee will be charged when a student fails to cancel their registration in this time frame or does not attend the course. The cancellation penalty fee will be ½ the normal fee for the course. Distributors who have been awarded free training will lose a slot for no shows and cancellations not made within seven (7) working days prior to the start of the class.
- ◆ When attending classroom courses, students are expected to maintain full attendance and must pass a final exam with a minimum score of 70 in order to receive a certificate of completion. Students failing the final exam at the end of a course will be required to retake the course (including passing the final exam) in order to receive a certificate.
- ◆ Individuals who have product experience and prior training may receive a training course waiver for Ascom Product Certification by passing comprehensive exam. Comprehensive exams must be completed and returned via email within ninety (90) minutes and receive a score of 70 or better in order to receive a waiver. Each individual only gets one chance to take the comprehensive exam for each course. Distributors may request comprehensive exams no more than three (3) times per year and receive no more than three (3) waivers per year.
- ◆ Students may be asked to take a short quiz at the beginning of the course to demonstrate the level of competency developed from the pre-requisites and specifically any self-study requirements such as the Computer Based Training.
- ◆ The Training Center reserves the right to make changes in courses and schedules. If such changes are necessary, written notification will be given.
 - The Training Center does not make travel arrangements for students.

If you have any further questions about training, please call 1-877-71ASCOM

Technical Training Registration Form

E-Learning Courses:

	Part Number	Price	Course #	Date
3 Month E-Learning Seat	AWS TT/ELEARN/3	\$315	_____	_____
12 Month E-Learning Seat	AWS TT/ELEARN/12	\$998	_____	_____

Instructor Led Courses:

	Part Number	Price	Course #	Date
IP-DECT Basic	AWS TT/IPDECT/Basic	\$1,425	_____	_____
IP-DECT Advanced	AWS TT/IPDECT/Advanced	\$945	_____	_____
IP-DECT Basic with Reference Kit	AWS TT/IPDECT/ADMIN/KIT	\$2525	_____	_____
UNITE Basic Messaging	AWS TT/UNITE/Basic	\$1,425	_____	_____
UNITE Advanced Messaging	AWS TT/UNITE/ADV	\$945	_____	_____
FreeNET Basic	AWS TT/FreeNET/Basic	\$1,425	_____	_____
FreeNET Advanced	AWS TT/FreeNET/ADV	\$945	_____	_____
Mobility Server (EMN) Basic	AWS TT/MS/Basic	\$945	_____	_____
Mobility Server (EMN) Advanced	AWS TT/MS/ADV	\$945	_____	_____
Freeset Basic	AWS TT/Freeset/Basic	\$945	_____	_____
Freeset Advanced	AWS TT/Freeset/ADV	\$945	_____	_____
TelePRODUCT Training	AWS TT/PSS	\$945	_____	_____
Clinical User Training	AWS TT/CLINICAL/USER	\$1575	_____	_____

If course is not available, please indicate at least one alternate course number and date for each training program for which you are registering. For up-to-date schedule and course numbers, refer to http://www.ascom.us/support_ws_us/techtraining_ws_us/course_schedule_ws_us-3.htm

Alternate Course #	Date	Alternate Course #	Date	Alternate Course #	Date	Alternate Course #	Date

Student Information:

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Tel. Number: _____

Fax Number: _____

Email: _____

Supervisor Information:

Name: _____

Tel. Number: _____

Signature: _____

Method of Payment (indicate one): (Registration cannot be accepted unless payment is received in full prior to start of training.)
Please indicate your Ascom Voucher Number and Distributor Name if using a Voucher

Credit Card Number: _____

Ascom Voucher #: _____

Check #: _____

Ascom Distributor Name: _____

Please provide the hotel information for where the student will be staying in case we need to contact them there:

Hotel: _____

Tel. Number: _____

Arrival Date: _____

Departure Date: _____

**Cancellation: Please note our cancellation policy as described in the catalog.
Send this completed form (along with payment) to:**

Ascom Academy., Attention: Joanne Dodson - Training Coordinator
598 Airport Blvd., Suite 300, Morrisville, NC 27560 Fax: (919) 234-2476

Credit Card Information Form

Customer ID#: _____

Customer Name: _____

Contact Name and Phone#: _____

Credit Card Type: Visa Mastercard
(Circle one)

Name on Card: _____

Account #: _____

Expiration Date: _____

Billing Address: _____

SIGNATURE _____

Authorization #: