



Class Enrollment Guidelines

How to enroll

To enroll, complete the on-line enrollment form or contact our Training Coordinator by phone at (803) 779-6050 ext 411, or by email at training@controlmanagement.com for additional options. Course enrollment forms should be submitted as early as possible. Enrollment is done on a "first come - first serve" basis.

Schedule Updates

Classes are on-going throughout the year. Refer to the course schedule to see which classes are currently being offered. The course schedule is updated periodically and should be checked on a regular basis.

Course Fees

Course fees include class tuition, all class materials, and lunch. Course fees vary depending on the topic and are listed on the course schedule. Customers with current CMI Service Contracts may be eligible to attend at least one training class (of their choice) per year under their service agreement. Customers with Service Contracts also receive discounted tuition rates. If you are unsure if your Service Contract covers any training credits, please contact one of our Service Account Executives at (803) 765-9070.

Payment Methods

Payment may be made by check, credit card (MasterCard, or Visa) or Purchase Order. Do not send payment with your enrollment form. You will receive an invoice prior to the class date. If you have a current CMI Service Contract your course fee may be covered under this agreement (see Course Fees).

General Course Information

Class size is limited to eight students to insure that everyone receives quality instructions in the allotted time frame. Each training topic typically takes 5 hours and includes hands-on practice when applicable. Students will be grouped in pairs and each pair will share a computer terminal and demonstration panels. Classes begin at 9:00 am and end around 3:30 pm. It is the student's responsibility to determine which course is appropriate for his/her skill level. We encourage you to use the recommended prerequisites and course objectives as a guideline for course selection.

Students will receive a Course Completion Certificate from Control Management upon completion of each course.

Confirmation of Enrollment

After enrolling for any class, you will receive an "Enrollment Confirmation" email prior to the start of class. If you enroll on-line, the first confirmation received is only for the enrollment form submission. You will receive a second confirmation via email from our Training Coordinator with class enrollment information.

Refunds and Cancellations

Class enrollment may be canceled by notifying the [Training Coordinator](#) at Control Management. There is a 75% cancellation fee if enrollment is canceled within one week prior to class and 100% cancellation fee if canceled 48 hours prior to class. Students using the Free Class/Service Contract must cancel within 72 hours prior to the class in order to transfer their free class to another date. Control Management reserves the right to cancel any of its courses. All students will be notified of cancellations.

Accommodations and Transportation

All students are responsible for their own lodging and transportation when attending Control Management classes at any location.