



Please review this page and any following page(s) for important information regarding your attendance.

NOTE: Registration for any class is only guaranteed upon PTA receiving payment no later than five business days prior to start of class.

COURSE CANCELLATION POLICY

If PTA, Inc. is notified by phone 4 or more business days prior to the beginning of the course . . .	A full refund applies
If PTA, Inc. is notified by phone 3 or less business days prior to the beginning of the course . . .	For payments received, no refund will be given. Otherwise, client will be invoiced for total course fees. These fees may be used to attend the next scheduled course.
If PTA, Inc. is not notified by phone and client does not show up for the course . . .	For payments received, no refund will be given. Otherwise, client will be invoiced for total course fees.

PTA, Inc. reserves the right to cancel any class that has less than the minimum prepaid registered students allotted for each course. It is strongly recommended that all registrations are made no later than five business days prior to the start of class. For information on your class minimum please call our office. If the class is canceled by PTA, Inc., student may choose either a full refund or move to a future scheduled course.

TERMS AND CONDITIONS

It is the responsibility of the student to determine their eligibility for training and to register for the appropriate course. PTA, Inc. accepts no responsibility beyond its normal due diligence as stated further in this letter to determine the appropriateness of any course it offers.

By attending the course, the student understands that opinions may be offered by the instructor during the course of normal discussion in any class. It is the student's responsibility to verify these opinions with appropriate federal, state, and local authorities prior to engaging in any activity based solely on those discussions. PTA, Inc. is a training provider, and, as such, does not engage in any form of consulting.

PTA, Inc. does not guarantee its training courses will be acceptable in any state that PTA, Inc. is not licensed to conduct training. To verify reciprocity it is recommended that the student contact the state in question.

BREAK TIME ♦ LUNCH ♦ PARKING

Full-day courses include 10-minute hourly breaks with a one-hour lunch period. All full-day courses held at the Duquesne, PA Training Center include lunch. Ample free parking is available.

For students attending asbestos or lead refresher training:

If the student's previous initial or refresher training was conducted by a training provider other than PTA, Inc., that certificate must be provided to PTA, Inc. at time of registration in order to verify the student's eligibility, based on EPA or state requirements, to attend the refresher class.

For students seeking NY State licensing:

Please notify PTA, Inc. at least 14 business days in advance of course start date of your interest in NY State licensing. Under no circumstances can PTA, Inc. provide NY State certificates of training (2832s) when notified less than 72 hours prior to course start date. NY approval can be achieved only at courses conducted at the Duquesne, PA Training Center. Currently, PTA, Inc. offers NY approval for Asbestos Worker and Supervisor Initial and Refresher courses only. PTA, Inc. will verify student eligibility for all NY approved refresher courses prior to processing the registration request. NY approved class registrations are not available online. Student must call the office to register for any NY approved course.

For students attending NIOSH 582 Equivalency:

It is the student's responsibility to provide a suitable PCM microscope / sample preparation kit and hand-held calculator by the third day of the course.