



# Technical Procedure Writer Certification Course 2012 Registration Form

## Registration Instructions

Three ways to register:

Secure Fax: 800-526-8592

E-mail: [dbennett@proceduresolutionsmgmt.com](mailto:dbennett@proceduresolutionsmgmt.com)

Phone: 800-278-8904 ext 702

We request that registration cancellations be received 10 days prior to the course start date for a refund.

For questions regarding course registration contact:  
Darlene Bennett at 800-278-8904 ext 702 or send an email to [info@proceduresolutionsmgmt.com](mailto:info@proceduresolutionsmgmt.com)

For specific course questions contact:  
Stephen McCord at 800-278-8904 Ext 701  
or send an email to [info@proceduresolutionsmgmt.com](mailto:info@proceduresolutionsmgmt.com).

Additional course information is available at our web site, [www.proceduresolutionsmgmt.com](http://www.proceduresolutionsmgmt.com) then click on DOWNLOADS.

## Uniquely Designed Course Ensures You Get the Most Out of Your Training

The course has been designed to include Procedure Professionals Association (PPA) ([www.ppaweb.org](http://www.ppaweb.org)) material. The format includes a combination of classroom and computer lab instruction with a minimum of 16 hours in the computer lab. Based on student feedback, we include a fifth day that provides students with additional computer lab time and one-on-one time with the PPA certified instructors. The student is required to develop a human-factored, technically correct, full-length technical procedure from a detailed lab exercise containing engineering and discussion material similar to what is encountered with SMEs, operations, or engineering staff.

After completion of the course, the PPA writer certification exam will be available for an additional \$100 fee paid directly to PPA.

## Registration Information

Name:

Address:

City/State/Zip:

Phone Number:

e-mail Address:

Select Date and Location:

**February 20-24, 2012**

Valencia College  
2411 Sand Lake Road  
Orlando, FL 32809

**July 23-27, 2012**

St. Petersburg College  
2465 Drew Street  
Clearwater, FL 33765

**November 12-16, 2012**

Valencia College  
2411 Sand Lake Road  
Orlando, FL 32809

Payment Information:

VISA  M/C  AMEX  Discover Check #

Card No.:

Expiration Date:

Printed Name on Card:

## Registration Fee of \$875 includes

- 40 hours of intense classroom/computer lab instruction
- Certified instructor
- Lunch and snacks for all 5 days
- Printed and electronic copies of course material
- Certification of completion
- Option to take the PPA exam (additional \$100 fee)

Make checks for the course fee payable to: Procedure Solutions Management, LLC and mail payment to:  
P.O. Box 714, Cape May Court House, NJ 08210

## Attendee Preference

We would like to include your name and e-mail address on a roster to be provided to all participants as a networking tool. If you would prefer not to be included, please check this box.

NOTE: A registration receipt and additional course details will be electronically mailed to you.

**Over 2,200 Students Taught Since December 2008!**  
**References Available Upon Request**