



Technical Procedure Writer Certification Course

April 12-16, 2010

Orlando, Florida

Registration Instructions

Three ways to register:

Secure Fax: 800-526-8592

E-mail: dbennett@proceduresolutionsmgmt.com

Phone: 585-760-9052

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 585-760-9052 or send an email to info@proceduresolutionsmgmt.com

For course specific questions contact:
Stephen McCord at 410-474-6815
or send an email to info@proceduresolutionsmgmt.com.

Additional course information is available at our web site, www.proceduresolutionsmgmt.com then click on DOWNLOADS.

Redesigned Course and 4 or 5 Day Option

The course has been redesigned to include Procedure Professionals Association (PPA) (www.ppaweb.org) material. The 4 or 5 day 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 have added a new fifth day option 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 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, a PPA writer certification exam will be available for an extra \$100 fee paid directly to PPA.

Registration Information

Name:

Address:

City/State/Zip:

Phone Number:

e-mail Address:

Option: 4 day option 5 day option

Payment Information:

VISA M/C AMEX Discover Check #

Card No.:

Expiration Date:

Printed Name on Card:

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

Registration Fee

	<u>COST</u>
4 day option	\$875
5 day option	\$875

Course fee includes:

- 32 or 40 hours of intense classroom/computer lab instruction depending on the option selected
- 2 certified instructors
- 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

Attendees 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.

Over 100 Students Taught Since December 2008

References Available Upon Request