Seneca Companies
The Complete Solution

FUEL SYSTEMS
TECHNICAL
TRAINING

TRAINING INFORMATION,
TERMS & CONDITIONS
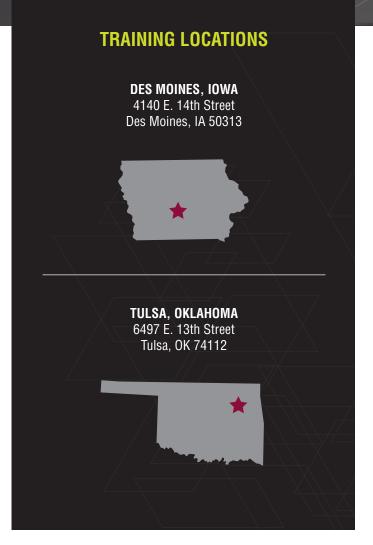
REGISTRATION INFORMATION

- Classes are filled on a "first come, first serve" basis. Please select an alternative course date on the form for each class in case your first choice class is already full.

- Registration for all classes closes 14 days before the first day of the scheduled class.

- Registration will not be accepted by phone – online registration is required at
www.senecaco.com/trainingregistration

- Once we have received your registration information and payment, you will be sent an email confirmation with class dates and times as well as a reminder of the course prerequisites.

- If you have questions before or after registration, please contact Keri Hankins at **khankins@senecaco.com**.

CONTACT US ABOUT PRIVATE TRAINING COURSES FOR YOUR COMPANY AND AVAILABLE DATES!

For additional information, visit our training page at
www.senecaco.com/training.

TRAINING LOCATIONS

DES MOINES, IOWA
4140 E. 14th Street
Des Moines, IA 50313

TULSA, OKLAHOMA
6497 E. 13th Street
Tulsa, OK 74112

CLASS PREREQUISITES

- Student registration forms for Dispenser and Passports classes must have tech # and ASC, SSC or CSC number.
- Students must verify that they have passed course prerequisites – including GVR Safety Course. Please send all verifications to **khankins@senecaco.com**.
- Students not employed by Gilbarco Authorized Service Contractors (ASC) or Customer Specified Contractors (CSC) are required to gain authorization from the Gilbarco Market Manager and/or District Sales Manager prior to registering for the Dispenser and Passport courses.

DAILY SCHEDULE

- Class will begin at 8:00 am each day and end at approximately 5:00 pm.
- Lunch will not be provided – an hour break will be given for lunch.
- During class time – you will not be allowed to use cell phones or check email. There will be breaks provided throughout the day in order for you to check voicemail and email.
- Homework and nightly online coursework will be assigned and must be completed on-time before the next class – no exceptions.

ITEMS TO BRING TO CLASS

- All students must have a laptop with Windows XP or higher with an Ethernet port. The computer must have a Serial (DB9) and/or USB port; students will not pass the class without a laptop during the training sessions.
- Depending on the training course selected, you will also need to bring the following to class in order to pass:
  - **Gilbarco Dispenser Course:** digital multimeter, lockout/tagout kit, two (2) 8GB flash drives and a USB to DB9 male cable
  - **Veeder-Root TLS 350/450 Course:** digital multimeter, lockout/tagout kit, two (2) 8GB flash drives, null modem cable, USB to serial cable and a crossover cable
  - **Gilbarco Passport Course:** two (2) 8GB flash drives and one (1) 32GB flash drive

PRINTED MANUALS

- Electronic copies will be available during class to download on students' laptops. There will not be printing capabilities available during training.

CLASS CANCELLATION / CHANGE POLICY

- All class dates are subject to change. Seneca Companies reserves the right to cancel class one (1) week prior to class start.
- Seneca is NOT responsible for costs incurred for any travel expenses due to cancellation – i.e. airline tickets, hotel reservations, etc.
- If class is canceled, the technician on the registration form will be assigned to the next opening of the same class or their second choice selection on the original registration form - if available.
- All classes are nonrefundable. Classes cannot be transferred to another technician once the registration fee has been paid.

PAYMENT TERMS AND CONDITIONS

- All payments must be received at least three weeks before the first day of class via check or credit card for all companies that do not have Seneca credit. Your spot is not guaranteed without full payment three weeks prior to the first day of class.
- If your company has an account with Seneca, you will be billed and expected to pay within the normal Seneca Companies' payment Terms & Conditions.
- All classes are nonrefundable. Classes cannot be transferred to another technician once the registration fee has been paid.
- It is possible that a technician could enroll in a course, but not pass the class. There will be no refund for failed coursework – misconduct during the class could be reason for failing a course.