



NY Communications Training Center, Inc.

Low Voltage Continuing Education Course Registration Information & Policies

General Information

- All registration fees will include hand-out curriculum book and beverage breaks. (NO LUNCH).
- You must pre-register for the course – on site registration will not be accepted. All registrations must be mailed or faxed in.
- You must present your photo ID when you sign in at the course.
- You must be present at the end of the course to complete the evaluation forming order to receive your certificate of completion.
- A \$25 fee will be assessed for all returned checks or declined credit cards. Only a money order will be accepted for payment thereafter.
- Your cancelled check or credit card charge will serve as your acknowledgement.

Cancellations and Refunds

- All registration cancellations must be sent in writing and emailed or faxed to NYCTC, 35 W. Jefferson Ave., Pearl River, NY 10965 or fax 845-353-9270. (Attention: Kelly Di Lello).
- Registration cancellations postmarked, emailed or faxed five days prior to course date will incur a \$25 cancellation fee.
- Registration cancellations postmarked, emailed or faxed two days prior to course date will forfeit all registration fees.
- No shows will forfeit all registration fees.
- Forfeited fees cannot be applied to future course dates.
- Request for a date change must be postmarked, emailed or faxed no later than five days prior to course date. If less than five days a \$25 administrative will be assessed.
- Classes may be cancelled due to lack of registrants, weather or emergencies. NYCTC will notify you and reschedule the course.

How to Register

- Fax completed registration form to 845-353-9270 a minimum of ten days prior to course date (remember to include credit card information).
- Mail to NYCTC, 35 W. Jefferson Ave., Pearl River, NY 10965 (Attention: Kelly Di Lello)
- On-line by visiting our website, www.nycomtc.com. Print out registration form and mail or fax to NYCTC.

Low Voltage Continuing Education Course

\$89.00 CEC – 4 hours

This class will satisfy all mandatory requirements for the State of Connecticut T1/T2/C5/C6 licensee renewal. It includes the National Electrical Code, ANSI/EIA/TIA Standards, OSHA safety and Connecticut laws related to the trade. A workbook will be issued to all students. All students are required to bring the following publications to class.

- 2014 National Electrical Code
- Functioning Calculator