



## Fiberglass Reinforced Plastics Institute, Inc.

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## ***TERMS & CONDITIONS OF COURSE REGISTRATION***

### 1. Course registration and payment.

The convenient method of course registration is online through our website Seminar page registration portal sponsored by EventBrite, with payment by major credit card. Registration and payment by VISA, MasterCard and company or personal check may be made via email, regular mail, UPS, FedEx or other delivery services, with method of payment and registration form enclosed. Registration forms are available on our website Seminar page.

If a membership discount is claimed, then the membership application must be received and fee paid prior to or on the day of course registration. The preferred method of membership payment is online through our website Resource Center page ecommerce portal, with payment by VISA or MasterCard and application emailed simultaneously. Membership payment by VISA, MasterCard and company or personal check may be made via email, regular mail, UPS, FedEx or other delivery services, with method of payment and membership application enclosed. Membership payment by check must be received on or before the 7<sup>th</sup> day preceding course registered for. Membership applications are available on our website Membership page.

Full payment must be made at time of registration in US dollars. Fax registrations cannot be accepted, as we no longer support this antiquated technology. Invoicing for registration and membership is only available for 30 day advanced group registrations, where groups are 5 or more, individual registration forms and membership applications are required and payment terms are due on invoice.

Course registration fees include handouts, morning and afternoon refreshment breaks plus lunch for full day sessions. Due to planning constraints, FRPI regretfully directs those with special assistance and meal needs to make their own arrangements at their expense. Any and all travel, living and miscellaneous expenses incurred beyond the course registration fee by attendees are for their own account.

2. Travel arrangements and hotel accommodations. Anticipating most attendees are within convenient travel distance to course locations, FRPI has not negotiated discounts or room blocks for travel and hotel. Attendees are expected to make their own independent or group travel and living arrangements if needed. Course host hotels are named with links on our website Seminar page.
3. Registration deadline. All online registrations must be received on or before the 2<sup>nd</sup> day preceding the course registered for. All registrations made via email, regular mail, UPS, FedEx or other delivery services must be received on or before the 7<sup>th</sup> day preceding course registered for. Registration is closed the first business day before and morning of the course.
4. Registration confirmation. A confirmation of registration will be sent upon receipt of complete information and payment.
5. Cancellation, transfer or substitution by attendees and refunds. All cancellation notices by attendees must be in writing, with written acknowledgment by FRPI. Refunds of registration fees offered for cancellation are as follows: 100% with 14 days prior notice and 75% with 7 to 13 days prior notice. Attendees may transfer into another course or name a substitute with written notice to FRPI, registration form for substitute if applicable and \$50 rescheduling fee payment received up to 7 days prior to course. Acceptance of transfer or substitution request is contingent upon course availability as is applicable and acknowledgment by FRPI in writing. Transferring may only be done once per attendee per course. No refunds, transferring or substitutions are permitted within 6 days prior or for partial or non-attendance the day of the course. Cancellation within 6 days of course resulting from special circumstances such as acts of god or substantial extraordinary events proven beyond attendee's or their employer's reasonable control may receive special refund, transfer or substitution consideration.

6. Rescheduling, cancellation or instructor changes by FRPI and refunds. FRPI reserves the right to reschedule and cancel courses or change instructors. It is FRPI's intent to provide programs as advertised. However, circumstances that arise beyond FRPI's control may warrant unexpected changes. Registered attendees will receive a 100% registration fee refund for canceled courses and rescheduled courses if the registered attendee cannot transfer or name a substitute. In the very unlikely event an instructor change must be made, no refunds are available. Any losses or damages incurred by registered attendees as a result of FRPI course changes are for the attendee's account.

7. Continuing education credit for Professional Engineers.

FRPI has met the standards and requirements of the Registered Continuing Education Providers Program (RECPP). RECPP is an online service provided by a partnership between the National Council of Examiners for Engineering and Surveying (NCEES) and American Council of Engineering Companies (ACEC). In order to meet RECPP criteria and be listed in their directory, FRPI has been vetted by NCEES to ensure a high level of instructional quality, adherence to high standards and effective practices in professional training.

Credit earned on completion of FRPI programs will be reported to RCEPP. A RCEPP certificate of completion will be issued to each participant desiring credit. The certificate does not include content that may be deemed or construed to be an approval or endorsement by NCEES or RCEPP. RCEPP certificates will only be issued to Professional Engineers who participated in the complete course. Course sign in will be required. No partial credit will be given.

RCEPP and FRPI do not guarantee state board acceptance of FRPI course credit towards state Continuing Professional Competency (CPC) requirements for renewal of Professional Engineer licenses. Professional Engineers desiring state board credit for Professional Development Hours (PDH's) earned through participation in FRPI courses are encouraged to verify state board acceptance of the FRPI program in advance. RCEPP offers a directory of state board contacts at the following website link: <http://www.rcep.net/Licensing-Requirements/Directory-of-State-Boards-1118.htm>.

8. Training contact hours credit for Operators. FRPI will issue a certificate to those Operators who participated in the complete course. Course sign in will be required. No partial credit will be given. Operators of wastewater and water treatment plants desiring state organization (i.e. Department of Environmental Conservation, Department of Environmental Protection) credit for Training Contact Hours (TCH's) earned through participation in FRPI courses are encouraged to verify state acceptance of the FRPI program in advance and must present a photo ID and copy of their operator's license upon signing in at the course if credit is desired. FRPI will make every effort reasonable to assist Operators with getting TCH credit for course completion. FRPI does not guarantee state acceptance of course credit.
9. Dress. Business casual.
10. Equal Opportunity. It is FRPI's policy that no person will be discriminated against or denied course participation due to race, color, religious belief, sex, marital status, national origin, ancestry, sexual orientation or disability.
11. Copying and recording course material. All individual and collective works presented and distributed during the course are copyright protected. Copying material plus audio, still and video recording of any or all course works is prohibited. Recording devices will not be permitted in the room used for the course, including cameras, camcorders and cell phones.
12. Personal property. Attendees are responsible for their own personal items brought to or left at the location where the course is conducted. FRPI cannot assume responsibility for missing or damaged items.
13. Course offers. Content and pricing are subject to change.
14. Tax deduction. Consult with your accountant or financial advisor and be sure to take advantage of tax deductions that may be available for continuing education.
15. Standard Terms and Conditions of Sale. All course sales are subject to FRPI Standard Terms and Conditions of Sale published on the FRPI website, where in case of conflict these conditions of sale are subordinate to the FRPI Terms and Conditions of Registration.