ENROLLMENT FORM
Email to aconley@solder.net or
Fax to BEST at 847-797-9255

Name: ____________________________________________
Employer: _______________________________________
Address: _________________________________________
City, State, Zip: ___________________________________
Telephone: __________________________
Student Email Address: ____________________________

How did you hear about BEST? ________________________

Course Title: _____________________________________
Course Date (s): __________________________________
Course Location: ________________________________
Course Fee: ______________________________________

For recertification, previous IPC certification provided by: ____________________________
Previous Certification Number: _____________________ Certification Expiration Date: __________

For CIT recertification, have you met the requirement of teaching a minimum of 2 IPC classes?: ________________________________

According to the IPC Policy and Procedures, “In order for a CIT to be eligible for a recertification or challenge test for a program, a minimum of 1 class in any of the certifications held by the CIT, per year is required. A CIT who fails to disclose when these teaching requirements have not been met are subject to revocation of any or all IPC certificates. If this minimum class presentation is not met, full certification is required.”

You must have certified at least 2 students in the IPC Certification portal, in 2 separate classes. If this requirement has not been met, you cannot attend a CIT recertification class.

To ensure that space is available and to confirm your enrollment, payment must be made prior to class. Certificate and training materials will not be issued without payment. Space is limited and filled on a first come/first serve basis. We accept all major credit cards. Purchase Orders may be issued at any time, but payment must still be received before the start of class.

Credit Card #: ____________________________ Expiration Date: ______ CVV Code: _______
Name on Card: ____________________________ Course Fee: __________________________

If issuing a check, make the check payable to Business Electronics Soldering Technologies (BEST). Checks must be drawn from a U.S. bank in U.S. dollars. Please attach check or money order to this form and send to:
  Business Electronics Soldering Technologies
  3603 Edison Place
  Rolling Meadows, IL 60008

Cancellation Policy
Cancellations are allowed 3 weeks prior to class without any cancellation fees. For cancellations within 3 weeks to 1 week of the class, a 50% fee will be charged. For cancellations within 1 week, a 100% fee will be charged.

BEST reserves the right to cancel or change the class schedule or content with limited notice. However, cancellation notices will be attempted to be made at least 2 weeks prior to the class.