

**CAD TRAINING FOR THE CONSTRUCTION COMMUNITY**

**www.cadteacher.com**

**REGISTRATION FORM  
PLEASE COMPLETE ALL THREE PAGES**

3904 Groton Street  
San Diego 92110  
(V) 619.758.9300  
(F) 619.758.1888

learn@cadteacher.com

**NAME:** \_\_\_\_\_  
as it should appear on certificate

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE NUMBER: (DAYTIME)** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**AIA Member # for CES credit (not available on all courses)** \_\_\_\_\_

<b>COURSE TITLES:</b> (Select courses - <b>TEXTBOOK REQUIRED</b> )	<b>DATE / TIME:</b>	<b>FEE:</b>
<input type="checkbox"/> AutoCAD/AutoCAD LT I Introduction to CAD Drafting	____/____	\$ _____
<input type="checkbox"/> AutoCAD/AutoCAD LT II Intermediate Working Drawings	____/____	\$ _____
<input type="checkbox"/> AutoCAD/AutoCAD LT III Advanced Construction Documents	____/____	\$ _____
<input type="checkbox"/> AutoCAD IV Project Management	____/____	\$ _____
<input type="checkbox"/> AutoCAD V Architectural 3D Modeling 1	____/____	\$ _____
<input type="checkbox"/> AutoCAD VI Architectural 3D Modeling 2	____/____	\$ _____
<input type="checkbox"/> REVIT I Introduction to BIM	____/____	\$ _____
<input type="checkbox"/> REVIT II Intermediate BIM	____/____	\$ _____
<input type="checkbox"/> REVIT III Advanced - Revit Architecture	____/____	\$ _____
<input type="checkbox"/> REVIT IV Advanced - Revit MEP	____/____	\$ _____
<input type="checkbox"/> 3ds Max I (circle) 1 Introduction 2 Intermediate	____/____	\$ _____
<input type="checkbox"/> Navisworks 1 Introduction	____/____	\$ _____
<input type="checkbox"/> SketchUp (circle) 1 Introduction 2 Intermediate	____/____	\$ _____
<input type="checkbox"/> Blueprint Reading Blueprint Reading 1 2	____/____	\$ _____
<input type="checkbox"/> Inventor Inventor 1 2 3	____/____	\$ _____
<input type="checkbox"/> Other (write in) _____	____/____	\$ _____

**REQUIRED TEXTBOOK** Title of Textbook \_\_\_\_\_ \$ \_\_\_\_\_

See textbook information including total text costs at www.cadteacher.com in Course Schedule and Pricing

**Total Fees: \$** \_\_\_\_\_

**PAYMENT METHOD:** (Payment due at time of registration)  VISA  M/C  CHECK (Make check payable to CADTeacher.com)

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder (Printed): \_\_\_\_\_

Email for Credit Card Receipt: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

I am the cardholder or an agent authorized to use the card number below. I give permission to Whitley Consulting Group/CADTeacher.com of San Diego, California to process this credit card for the amount stated above.

Signature of Cardholder \_\_\_\_\_

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**GENERAL POLICIES**

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Refund Policy

You may officially drop a course at any time before the beginning of the final class meeting. Your request must be submitted in writing with your signature to the registration office during business hours. If you drop a course you may be eligible for a full refund, excluding a \$50.00 non-refundable application fee, prorated costs for any 'attended' classes, any late charges and course materials costs. Late fees are not refundable. You must cancel the class three business days before class begins to avoid the \$50.00 application fee. 24 hour notice is required to cancel a 1:1 training session or a \$100.00 fee will be assessed. 1:1 training has a two-hour minimum.

Petitions for refunds filed beyond the appropriate refund deadline are approved only when the applicant is unable to continue enrollment for one of the following reasons: 1) compulsory military service (proof required), 2) administrative error or 3) physical disability or medical illness. If you become seriously ill, injured, or hospitalized, you may be permitted a late withdrawal. Your doctor must provide a timely letter on business letterhead specifying the type and extent of illness and days required to be absent. CADTeacher.com has the right to approve or disallow a request for medical withdrawal.

**If a class cancels due to lack of enrollment, you will be notified and a full refund will be issued.**

All petitions must be sent to the following address before the end of the class in which you are enrolled: Whitley Consulting Group-CADTeacher.com / Refund Petitions / 3904 Groton Street, Suite 100/ San Diego, CA 92110.

Returned Checks

There is a \$25 service charge for checks returned for insufficient funds, stop payments, and closed accounts. If your check is returned by the bank and you have stopped attending the course, you are still responsible for full payment unless you officially withdraw prior to the refund deadline. A stop payment does not constitute official withdrawal. A hold will be placed on your student record and any further enrollment or request for transcripts will not be granted until your account has been paid. CADTeacher.com permanently revokes check writing privileges for all two - time offenders.

Open Computer Labs

Open computer labs are available for student use. The open labs are available from 09:00 until 17:00 Monday through Thursday and by special arrangement. The cost to use the open lab is \$10.00 per hour or \$100.00 per quarter (three month period).

Videotaping - Capturing

From time to time we will videotape or otherwise "capture" our classes in order to enhance our online or onsite instruction programs and/or make training CDs/DVDs available to our students. If you do not wish your likeness and/or voice to be videotaped or otherwise "captured", you must inform the instructor before the first class begins. There will be no compensation for your likeness or voice being captured in any digital, print or analog format.

Please sign below to acknowledge that you have read, understood and agreed to the General Policies.

Print Name

Sign Name

Date

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## SURVEY

Please tell us how you heard about CADTeacher.com (be as specific as possible)

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Are you in the construction industry? If so, what is your job title/job description?

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Why did you choose this course? (job security, fast track, affordable, general interest, etc.)

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What do you hope to get from this course?

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If you are interested in one of our other courses we have or would you like to recommend a course not on our list, please tell us which.

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Thanks.