



# ENROLLMENT FORM

Email to [JL@solder.net](mailto:JL@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, "To qualify for renewal through retesting, a CIT shall conduct at least two IPC CIS courses to a minimum combined class size total of at least ten CIS candidates during their twenty-four-month certification period. These courses shall be conducted prior to their certification renewal testing. In order to qualify for the renewal requirement, the courses taught by the CIT must include at least one optional module including workmanship." If this minimum class presentation is not met, full certification is required.

**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.