



Application for CTQP Course or Examination

APPLICANT INFORMATION:

First Name: _____ MI: _____ Last Name: _____
 FL Driver's License #: _____ Work Location (City): _____
 Employer: _____

CONTACT INFORMATION (Person responsible for scheduling and payment of this class session):

Contact Person: _____ Phone #: _____
 E-mail: _____ Fax #: _____
 Name of organization: _____
 Billing Address: _____
 City, State, Zip: _____

Examination Information

EXAM NAME	Course & Exam(s)	Written Exam	Proficiency Exam	TOTAL
Asphalt Paving Level 1	N/A	\$ 200.00	\$ 150.00	
Asphalt Paving Level 2	\$ 700.00	\$ 275.00	N/A	
Asphalt Plant Level 1	N/A	\$ 200.00	N/A	
Asphalt Plant Level 2	\$ 700.00	\$ 275.00	N/A	
Asphalt Mix Designer	N/A	\$ 275.00	N/A	
Concrete Batch Plant Operator	N/A	\$ 200.00	N/A	
Drilled Shaft Inspector	\$ 650.00	\$ 275.00	N/A	
Earthwork Construction Inspection Level 1	\$ 500.00	\$ 200.00	\$ 175.00	
Earthwork Construction Inspection Level 2	\$ 500.00	\$ 200.00	N/A	
FDOT Concrete Field Inspector Spec.	\$ 500.00	\$ 200.00	N/A	
FDOT Concrete Laboratory Inspector	\$ 350.00	\$ 200.00	N/A	
Final Estimates Level 1	N/A	\$ 200.00	N/A	
Final Estimates Level 2	\$ 500.00	\$ 200.00	N/A	
Pile Driving Inspection	\$ 975.00	\$ 200.00	N/A	
QC Manager	\$ 550.00	\$ 200.00	N/A	
TOTAL				\$
COURSE DATE		COURSE LOCATION		

Payment and Cancellation

Payment - Prepayment of registration fees is required. Applications for course registration submitted without payment will not be processed. Payment shall be submitted by check and made payable to **METRIC ENGINEERING, INC. 14 days prior to the start of the session. Visa or Mastercard by Phone Only.**

Cancellation for class sessions - If a request for cancellation is received in writing at least seven (7) calendar days before the class starts, the full fee will be refunded. If a student cancels from a class session less than seven (7) calendar days or is a "no show" for the class session, the fee for the class session and/or exam will be assessed.

Substitutions - Substitutions will be permitted up to the date of the class. The trainee should bring to class a letter of authorization from the employer and a completed application for the new trainee.

Mail application & checks to the attention of:

 Bruce Morales
 Metric Engineering, Inc.
 13940 SW 136 St. Suite 200
 Miami, FL 33186
 Phone: 305-235-5098
 Fax: 305-235-5271
 E-mail: CTQP@metriceng.com

Payment

Prepayment of registration fees is required. Applications for course registration submitted without payment will not be processed. Payment may be submitted currently by check only and must be received 14 days prior to the start of the session. If not, the seat will be released for others wishing to attend the session.

Maximum class sizes for our sessions are determined based on instructor and examiner availability. **When the class has reached capacity, the section is CLOSED and we will be unable to accommodate you.**

Cancellations - Trainee requested

GREATER than seven days in advance of the class session

If a request for cancellation is received in writing at least seven (7) calendar days before the class starts, a credit memo for the full fee will be issued. The credit memo is good for one year from the session start date. Reschedules will be processed once the request is received.

LESS than seven days in advance of the class session

If a trainee cancels from a class session less than seven (7) calendar days or is a "no show" for the class session, the fee for the class session and proficiency exam (if applicable) will be assessed. A credit memo for the remaining amount will be issued and is good for one year from the session start date. Reschedules will be processed once payment is made.

LESS than seven days in advance of the Written Exam-Only session

A charge of fifty dollars (\$50.00) will be assessed for "written exam only" sessions if the registration is not canceled prior to seven (7) calendar days of the exam date. A credit memo for the remaining amount will be issued and is good for one year from the session start date.

LESS than seven days in advance of the Proficiency Exam-Only session

If a trainee cancels from a proficiency exam only session less than seven (7) calendar days or is a "no show" for the proficiency exam session, the entire fee for the proficiency exam will be assessed.

Cancellations - METRIC initiated

Hurricane / Weather Related

Cancellation of any METRIC class(es) due to threatening weather conditions will be at the sole discretion of metric Engineering, Inc. Notification will be posted on this website, sent by e-newsletter (sign up on bottom of menu at left) and/or e-mail to effected registrants.

Registrants in classes cancelled by METRIC will receive full credit or refund if requested. If a registrant/student is unable to attend a class because of hurricane or storm related weather or damage, they will have fourteen (14) days after the class to provide written documentation to METRIC requesting a refund or credit. For hurricane or storm information, please be sure to visit any of several weather websites for your particular area such as www.weather.com/newscenter/tropical/.

Other Cancellations

If METRIC cancels a session, full credit (or refund if requested) will be given. METRIC will notify the trainee about the cancellation and determine at that time if a credit memo or refund is requested. METRIC is not responsible for non-refundable travel fares or lodging deposits. Reschedules will be processed once the request is received.

Substitutions

Substitutions will be permitted up to the date of the class. The substituting trainee should bring to class a completed METRIC application. Across the top of the application please indicate "Substitution for name of original trainee".