



# Technical Procedure Writer Certification Course (PPA Certification Course PLUS) 2015 Registration Form

## Registration Instructions

Three ways to register:

Secure Fax: 800-526-8592

E-mail: [jvogel@proceduresolutionsmgmt.com](mailto:jvogel@proceduresolutionsmgmt.com)

Phone: 800-278-8904 ext 707

We request that registration cancellations be received 10 days prior to the course start date for a refund.

For questions regarding course registration or specific course questions, contact:

Jennifer Vogel at 800-278-8904 ext 707 or

[jvogel@proceduresolutionsmgmt.com](mailto:jvogel@proceduresolutionsmgmt.com)

Additional course information is available at our web site, [www.proceduresolutionsmgmt.com](http://www.proceduresolutionsmgmt.com) then click on Training.

## New Course Material with Additional Exercises Ensures You Get the Most Out of Your Training

The course includes Procedure Professionals Association (PPA) ([www.ppaweb.org](http://www.ppaweb.org)) material PLUS additional material to understand and practice real-world professional technical procedure writing. The format includes a combination of classroom lecture, exercises, and computer lab instruction with a minimum of 16 hours in the computer lab. Based on student feedback, we include a fifth day that provides students with additional computer lab time and one-on-one time with the PPA certified instructors. The student is required to develop a human-factored, technically correct, full-length technical procedure from a detailed lab exercise containing engineering and discussion material similar to what is encountered with Subject Matter Experts, operations, or engineering staff.

After completion of the course, the PPA writer certification exam will be available for an additional \$100 fee paid directly to PPA.

### Registration Information

Name:

Address:

City/State/Zip:

Phone Number:

E-mail Address:

Select Date and Location:

**February 9-13, 2015**

Florida Technical College,  
LaSalle Computer Learning Center  
12900 Challenger Pkwy, Ste 102  
Orlando, FL 32826

**June 8-12, 2015**

Florida Technical College,  
LaSalle Computer Learning Center  
12900 Challenger Pkwy, Ste 102  
Orlando, FL 32826

**September 21-25, 2015**

Florida Technical College,  
LaSalle Computer Learning Center  
12900 Challenger Pkwy, Ste 102  
Orlando, FL 32826

**November 16-20, 2015**

Florida Technical College,  
LaSalle Computer Learning Center  
12900 Challenger Pkwy, Ste 102  
Orlando, FL 32826

Payment Information:

VISA  M/C  AMEX  Discover Check #

Card No.:

Expiration Date:

Printed Name on Card:

### Registration Fee of \$975 includes

- 40 hours of intense classroom/computer lab instruction
- Certified instructor
- Lunch and snack for all 5 days
- Printed and electronic copies of course material
- Certification of completion
- Option to take the PPA exam (additional \$100 fee)

Make checks for the course fee payable to: Procedure Solutions Management, LLC and mail payment to:  
P.O. Box 714, Cape May Court House, NJ 08210

### Attendee Preference

We would like to include your name and e-mail address on a roster to be provided to all participants as a networking tool. If you would prefer not to be included, please check this box.

NOTE: A registration receipt and additional course details will be electronically mailed to you.

Over 5,000 Students Taught Since December 2008!

References Available Upon Request