

**EMPLOYEE TRAINING REQUEST FORM**

Please provide the course of interest, projected training date(s), and scheduling preference for your group.  
 Classes are held at our office at 8531 Market St., Boardman, Ohio 44512 where we can facilitate six students at a time. Larger classes are available by request.  
 Pre-registration and payment is required to hold your dates. Student workbook and certificate of completion will be provided.

**CONTACT:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_  
**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**DEPT:** \_\_\_\_\_  
**PO:** \_\_\_\_\_  
**APPROVAL:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**Scheduling Preference:** (circle one): 1 Day or 2 Evenings

NAME (Please Print)	EXT	E-MAIL

**Method of Payment**

\_\_\_\_\_ Check (in advance) Payable to Datakinetics  
 \_\_\_\_\_ Credit Card  Visa  MC  DISC  AMEX

Card#: \_\_\_\_\_

Exp: \_\_\_\_\_ Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**COURSE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**Scheduling Preference:** (circle one): 1 Day or 2 Evenings

NAME (Please Print)	Ext	E-MAIL

**Cancellations / Re-Scheduling**

- One half of class fee will be held if a class is canceled or rescheduled within 2 weeks notice prior to class.
  - A \$35.00 cancellation fee per student, per class will be charged for classes canceled with refunds requested.
  - Cancellations with less than 24 hours notice will not be refunded.
- We reserve the right to cancel or reschedule any class based on student occupancy