REGISTRATION CHECKLIST

The following items are required for certification:

☐ **Completed Application.** Applications must be submitted via email to lrdazey@metlspan.com to reserve a seat. An application is required for each attendee. Applications must include the signature of the applicant and the employer or sponsoring company. Application fees are per individual, per class type.

☐ **Scanned Copy of Attendee’s Driver’s License or Official Government ID**

☐ **Full Payment of entire Course Fees.** This reserves your space for the installer training course. All fees must be paid in full prior to the start of class by credit card, no cash will be accepted. Credit card payments can be made by completing the “Credit Card Authorization” form found online at metlspan.com. See application for course fees.

☐ Each attendee is responsible for travel and transportation to and from program class locations, classroom site and mockup locations. See the Hotel & Plant List for locations and contact information.

☐ Lodging reservations are the responsibility of each attendee. Special rates may apply at hotels so be sure to indicate you will be attending the Metl-Span Installer Certification Program when making reservations. Metl-Span does not guarantee room availability. Make reservations for lodging as early as possible to ensure availability. See Hotel & Plant List for locations and contact information.

☐ **Dress Code: Casual**

To submit all documentation for certification via email, please send to the following:

Leon Dazey  
Attn: Installer Certification Program  
Email: lrdazey@metlspan.com  
Phone: 972.955.0624