

March 8, 2022  
1:00–3:00 p.m. CT

Name \_\_\_\_\_ Company \_\_\_\_\_

Job Title \_\_\_\_\_ Email \_\_\_\_\_

Address for Course Material Delivery \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_ Supervisor \_\_\_\_\_

NIA Member    Non-member   How did you first hear of this program? \_\_\_\_\_

**COMPANY TYPE/AFFILIATION**

Please check the company affiliation that best describes the organization you work for:

- Engineering/End-User/Owner Firm    Consultant    Distributor    Manufacturer  
 Fabricator    Laminator    Contractor    Other (please specify): \_\_\_\_\_

**If you are a contractor, please specify:**

- Merit/Open Shop Contractor    Union/Signatory Contractor

**If you are an engineer/end-user/owner, please complete the following questions:**

- You are eligible to receive a FREE subscription to *Insulation Outlook* magazine for one year! Check this box to start receiving your complimentary copy!**

**Please check the box for the job title or field that is closest to your duties.**

- Maintenance/Engineer    Plant Manager/Owner    Consulting Engineer    Mechanical Engineer  
 Energy/Environmental Engineer    Contributor/Writer    Mechanical Contractor    Academic    Architect  
 Building Inspector    Federal/State/Local Energy/Code Official    Other (please specify): \_\_\_\_\_

**Do you plan to purchase insulation products or services within the next 12 months?**

- Yes    No

**PRE-QUALIFICATION FOR THE PROGRAM**

NIA's Understanding the Submittal Process Course is developed for individuals who have good communication skills as well as the following:

- Have a minimum of 1 year of experience in commercial and/or industrial construction, process, and maintenance industry, inspection, or related fields;
- Have basic computer literacy and the ability to work in a team environment.

**COMPUTER REQUIREMENTS FOR THE PROGRAM**

A computer (Mac, PC, or Chromebook) with a recent operating system (less than 3–4 years old) that has either Chrome or Firefox installed and a consistent Internet connection. A web camera and microphone are required for course participation, but this is standard on most laptops.

## PROGRAM REGISTRATION FEE

Based on your NIA membership status, please select one of the following registration fees and enclose payment.  
*Please Note: Class size is limited, and paid registrations are taken on first-come, first-served basis.*

### NIA's Understanding the Submittal Process Course

	Discounted Check Rate	Standard Rate
NIA Member	<input type="checkbox"/> \$195	<input type="checkbox"/> \$205
Engineer/Owner/End User/TIAC Member	<input type="checkbox"/> \$195	<input type="checkbox"/> \$205
Non-Member	<input type="checkbox"/> \$300	<input type="checkbox"/> \$310

**\$30 - Additional international shipping charges for materials being shipped outside of the United States, (Canada/Mexico). Other countries may incur additional shipping fees. Please check this box if your items will be delivered internationally.**

## PAYMENT

Payment Method:  Check  AMEX  MC  VISA Card Number \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

Please email, fax, or mail your completed registration form with payment to NIA, no later than **February 23, 2022**.

Fax: 703-464-5896 • Email: [training@insulation.org](mailto:training@insulation.org) • Make checks payable to NIA, 516 Herndon Pkwy., Ste. D, Herndon, VA 20170

## Cancellation Policy and Course Guidelines

Course materials will be shipped directly to the student at the address provided to NIA when registering. NIA is not responsible for reshipping of materials if the address provided is not accurate. Any materials that are requested to be shipped outside of the continental United States will incur additional international shipping and handling fees, which are to be paid for by the student. An additional \$25-\$50 shipping fee will be added to registrations received after the deadline; NIA has the right to not accept registrations after the deadline if there is not enough time to send along the course materials.

Paid registrations canceled in writing at least 30 calendar days in advance of a class will receive a full refund, less a \$50 service fee. Paid registrations canceled in writing 29 to 14 days before a class will receive a refund of 50% of the registration fee. No refund or credit will be issued on cancellation requests received less than 14 days before a class begins. Transfers within 6 months of the original course date are permitted with a \$50 fee. Transfers may not be made less than 10 business days before a class begins. Transfer request must be submitted in writing.\* All cancellation and transfer fees are subject to change at any time. Applicable refunds will be issued after the stated course dates and, if applicable, after course materials are returned.

The National Insulation Association (NIA) holds the copyright for the name, logo, and the training course content and materials and is in the process of federally trademarking the program, logo, and program name. Pages, photos, or slides may not be reproduced, photocopied, or reprinted in any way without the written permission of NIA. If a student cancels the course after the student materials are shipped, the student will be responsible for sending NIA the unopened course materials and the shipping cost to return the materials to NIA within 10 days of the cancellation notice. If the course materials have been opened, an additional fee of \$50 will apply.

NIA sponsors the Understanding the Submittal Process (the Course) as a service to the commercial and industrial insulation industry. The Participant, recognizing that the NIA may audio and/or video record the course which the Participant attends and being aware of this expressly gives NIA permission to use Participant's name and any photo and/or video in which Participant appears, and any quotes from Participant, to present future virtual training programs of the Understanding the Submittal Process Course and/or to promote the course without further compensation or permission, except where prohibited by law. Further, the participant (i) understands that photos, video and/or quotes may be made available to print, video, Internet and other media, (ii) understands that photos and/or video may be captioned and that the caption may include, when appropriate, Participant's first and last name, and (iv) expressly releases, discharges, indemnifies and agrees to save harmless the Released Parties from and against any Claims arising, directly or indirectly, from the publication or use of such photos, video, quotes or Participant's likeness, including, without limitation, any claims for invasion of privacy or right of publicity, or loss or liability resulting there from.

Signature of Attendee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sponsoring Employer \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_