

# **FIBERGLASS REINFORCED PLASTICS INSTITUTE, INC.**

## **STANDARD TERMS AND CONDITIONS OF REGISTRATION**

### **COURSE: FRP833 Field Inspection of Process Piping and Ductwork**

**Course offering:** The Fiberglass Reinforced Plastics Institute (“FRPI”) makes this course available in good faith as a genuine effort to improve industry expertise, with no guarantees or warranties of any kind offered. Those that participate in this course, as a company representative or personally (“Registrant”), do so voluntarily for their company’s and/or their own personal gain and at their own risk. Course content and pricing are subject to change.

**Course registration and payment.** The convenient method of course registration is online through the FRPI website Seminar page registration portal sponsored by Eventbrite, with payment by major credit card. Registration and payment by VISA, MasterCard and company or personal check may be made via email, regular mail, UPS, FedEx or other delivery services, with method of payment and registration form enclosed for each participant. Contact FRPI for a registration form applicable to your event participation if registering by mail. Full payment must be made at time of registration in US dollars. Fax registrations cannot be accepted, as FRPI no longer supports this antiquated technology. Invoicing for registration is only available for 30 days advanced group registrations, where groups are 5 or more, individual registration forms are required and payment terms are due on invoice. Course registration fees include handouts, morning and afternoon refreshment breaks plus lunch for full day sessions. Due to planning constraints, FRPI regretfully directs those with special assistance and meal needs to make their own arrangements at their expense. Any and all travel, living and miscellaneous expenses incurred beyond the course registration fee by Registrants are for their own account. A valid and FRPI acknowledged registration ticket presented upon arrival on the first day is required for course participation.

**Travel arrangements and hotel accommodations.** All travel and living expenses are for Registrants account. FRPI may negotiate discounts and/or room blocks for hotel arrangements associated with stays concurrent with our courses, details of which will be provided within each course online event description when negotiated. While FRPI may have provided hotel arrangement options, Registrants are expected to make their own independent or group travel and living arrangements if needed. Course host hotels are named with links on our website Seminar page.

**Registration deadline.** All online registrations must be received on or before the 2<sup>nd</sup> business day preceding the course registered for. All registrations made via email, regular mail, UPS, FedEx or other delivery services must be received on or before the 7<sup>th</sup> day preceding course registered for. Registration is closed the first business day before and morning of a course.

**Registration confirmation.** A confirmation of registration will be sent upon receipt of complete information and payment.

**Cancellation, transfer or substitution by Registrants and refunds.** All cancellation notices by Registrants must be in writing, with written acknowledgment by FRPI. Refunds of registration fees offered for cancellation are as follows: 100% with 14 days prior notice and 75% with 7 to 13 days prior notice. Registrants may transfer into another course or name a substitute with written notice to FRPI, registration form for substitute if applicable and \$50 rescheduling fee payment received up to 7 days prior to course. Acceptance of transfer or substitution request is contingent upon course availability as is applicable and acknowledgment by FRPI in writing. Transferring may only be done once per Registrant per course. Order processing fees charged at time of registration and rescheduling are nonrefundable. No refunds, transferring or substitutions are permitted within 6 days prior or for partial or non-attendance the day of the course. Cancellation within 6 days of course resulting from special circumstances such as Acts of God or substantial extraordinary events (i.e. snow, flood, lightning strike, tornado, hurricane, earthquake, fire, civil or military authority, labor strike, epidemic, pandemic, quarantine, war, riot, labor and material shortages) proven beyond Registrant’s or their employer’s reasonable control may receive special refund, transfer or substitution consideration.

**Rescheduling, cancellation, instructor changes or refused participation by FRPI and refunds.** FRPI reserves the right to reschedule and cancel courses, change instructors plus refuse any Registrant planned or onsite continued course participation at any time. It is FRPI’s intent to provide programs as advertised. However, circumstances that arise beyond FRPI’s control may warrant such unexpected actions. Registrants will receive a 100% registration fee refund if the Registrant cannot transfer or name a substitute should FRPI cancel or reschedule courses for cause other than special circumstances including Acts of God or substantial extraordinary events (i.e. snow, flood, lightning strike, tornado, hurricane, earthquake, fire, civil or military authority, labor strike, epidemic, pandemic, quarantine, war, riot, labor and material shortages) proven beyond FRPI’s reasonable control. Such changes resulting from special circumstances are nonrefundable, but may receive special refund, substitution or transfer consideration. On the rare occasion an instructor change must be made, no refunds are available. In the very unlikely event a Registrant may be refused participation they will receive a 100% registration fee refund up to the last day tickets are advertised as available for sale, whereas no refund shall be provided should Registrant be refused facility entrance or onsite continued course participation. Participation refusal due to Registrant illness may receive special refund, transfer, or substitution consideration. Any and all losses or damages incurred by Registrants as a result of FRPI course changes or refusals are for Registrant’s account.

**Continuing education credit for Professional Engineers.** FRPI has met the standards and requirements of the Registered Continuing Education Providers Program (RCEP). RCEP is an online service initially provided by a partnership between the National Council of Examiners for Engineering and Surveying (NCEES) and American Council of Engineering Companies (ACEC). In order to meet RCEP criteria and be listed in their directory, FRPI had been initially vetted by NCEES and nor RCEP on an ongoing basis in order to ensure a high level of instructional quality, adherence to high standards and effective practices in professional training. Credit earned on completion of FRPI programs will be reported to RCEP. A RCEP certificate of completion will be issued to each Registrant desiring credit. The certificate does not include content that may be deemed or construed to be an approval or endorsement by NCEES or RCEP. RCEP certificates will only be issued to Professional Engineers who participated in the complete course. Course sign in will be required. No partial credit will be given. RCEP and FRPI do not guarantee state board acceptance of FRPI course credit towards state Continuing Professional Competency (CPC) requirements for renewal of Professional Engineer licenses. Professional Engineers desiring state board credit for Professional Development Hours (PDH's) earned through participation in FRPI courses are encouraged to verify state board acceptance of the FRPI program in advance. RCEP offers a directory of state board contacts at the following website link: <http://www.rcep.net/Licensing-Requirements/Directory-of-State-Boards-1118.htm>.

**Training contact hours' credit for Operators.** FRPI will issue a certificate to those Operators who participated in the complete course. Course sign in will be required. No partial credit will be given. Operators of wastewater and water treatment plants desiring state organization (i.e. Department of Environmental Conservation, Department of Environmental Protection) credit for Training Contact Hours (TCH's) earned through participation in FRPI courses are encouraged to verify state acceptance of the FRPI program in advance and must present a photo ID and copy of their operator's license upon signing in at the course if credit is desired. FRPI will make every effort reasonable to assist Operators with getting TCH credit for course completion. FRPI does not guarantee state acceptance of course credit.

**Dress.** Business casual.

**Equal opportunity.** It is FRPI's policy that no person will be discriminated against or denied course participation due to race, color, religious belief, sex, marital status, national origin, ancestry, sexual orientation or disability.

**Copying and recording course material.** All individual and collective works presented and distributed during the course are copyright protected. Copying material plus audio, still and video recording of any or all course works is prohibited. Recording devices will not be permitted in the room used for the course, including cameras, camcorders and cell phones.

**Personal property.** Registrants are responsible for their own personal items brought to or left at the location where the course is conducted. FRPI cannot assume responsibility for missing or damaged items.

**Tax deduction.** Consult with your accountant or financial advisor and be sure to take advantage of tax deductions that may be available for continuing education.

**Health and safety.** FRPI manages an ongoing fire prevention, hazardous communication, emergency action, fall prevention, electrical and portable tools safety plan. FRPI will from time to time also investigate its workplace to determine to the best of its knowledge and ability if contamination hazards are present, or are likely to be present, which may necessitate some level of mitigation. Should such hazards be identified, FRPI will deploy mitigation measures that may include classroom theater 6-foot seating distances, supplemental forced air room ventilation, surface wipe down with disinfectant cleaner and making antibacterial hand soap available for Registrant use. Registrants shall also make their own assessment of contamination hazards as they pertain to donning personal protective equipment ("PPE"). Should they determine a hazard exists, they shall be trained in, provide and don appropriately selected properly functioning PPE such as respiratory, hand, eye and face protection that they deem appropriate for situations identified. To help provide a safer workplace and within the privacy rights of Registrants, FRPI reserves the right to require a Registrant to don a mask covering their nose and mouth while in the FRPI facility plus inquire as to potential virus exposure, illness symptoms and perform noncontact body temperature readings of a Registrant before they enter the FRPI facility as a means to determine to the best of FRPI's ability if a Registrant may have been exposed, be ill or have a fever. Should FRPI find evidence of exposure, illness and/or fever, FRPI may refuse Registrant entrance for the well-being of others. In addition to FRPI practices, each FRPI employee and Registrant are fully responsible for their own individual health and safety.

**Standard Terms and Conditions.** All course sales are subject to FRPI Terms and Conditions published through the FRPI website and herein. In the event of conflicts arising between published FRPI Terms and Conditions, the following order of precedence shall govern: first Standard Terms and Conditions of Sale, second Online Event Details and third this Standard Terms and Conditions of Registration.