



Use this form only for classes taught in Seattle at King Street Center.
 To register for classes taught at other locations, see the online class description.

Send this completed form with payment to: Katy Cressey, King County GIS Center 201 South Jackson Street, MS: KSC-NR-0706 Seattle, WA 98104-3855 Phone (206) 296-4431 Fax (206) 263-3145 E-mail: katy.cressey@kingcounty.gov	For questions about class content, location, or schedule, contact: Cheryl Wilder, KCGIS Training Coordinator Phone (206) 263-5220 Fax (206) 263-3145 E-mail: cheryl.wilder@kingcounty.gov Or see: www.kingcounty.gov/gis/training	 
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Step 1: Indicate the GIS classes (with dates) that you are registering for:

Class (see KCGIS website for full description) www.kingcounty.gov/gis/Training/training_catalog.htm	Date(s)	2009 Prices (per student)	
		General	King Co. Employees
ESRI Authorized Classes			
<input type="checkbox"/> ArcGIS Desktop I		<input type="checkbox"/> \$ 700.00	<input type="checkbox"/> \$ 500.00
<input type="checkbox"/> ArcGIS Desktop II		<input type="checkbox"/> \$ 950.00	<input type="checkbox"/> \$ 650.00
<input type="checkbox"/> ArcGIS Desktop III		<input type="checkbox"/> \$ 700.00	<input type="checkbox"/> \$ 500.00
<input type="checkbox"/> ArcGIS Desktop I & II		<input type="checkbox"/> \$1,575.00	<input type="checkbox"/> \$1,075.00
<input type="checkbox"/> ArcGIS Desktop II & III		<input type="checkbox"/> \$1,575.00	<input type="checkbox"/> \$1,075.00
<input type="checkbox"/> ArcGIS Desktop I, II, & III		<input type="checkbox"/> \$1,975.00	<input type="checkbox"/> \$1,400.00
King County GIS Academy – Individual Classes:			
<input type="checkbox"/> Staying Current with GIS: Beyond the Basics		<input type="checkbox"/> \$ 195.00	<input type="checkbox"/> \$ 195.00
<input type="checkbox"/> Essentials of SQL for Advanced GIS		<input type="checkbox"/> \$ 195.00	<input type="checkbox"/> \$ 195.00
<input type="checkbox"/> Unleash the Power of Business Tables: A Case Study with Assessor		<input type="checkbox"/> \$ 195.00	<input type="checkbox"/> \$ 195.00
<input type="checkbox"/> Topics in Advanced GIS Editing		<input type="checkbox"/> \$ 250.00	<input type="checkbox"/> \$ 250.00
<input type="checkbox"/> Effective Analysis: A Tour of GIS Tools		<input type="checkbox"/> \$ 195.00	<input type="checkbox"/> \$ 195.00
<input type="checkbox"/> Efficient Geoprocessing with Model Builder		<input type="checkbox"/> \$ 250.00	<input type="checkbox"/> \$ 250.00
<input type="checkbox"/> Document Your Data: Mastering Metadata		<input type="checkbox"/> \$ 195.00	<input type="checkbox"/> \$ 195.00
<input type="checkbox"/> Entire Weeklong GIS Academy (see catalog for details)		<input type="checkbox"/> \$ 995.00	<input type="checkbox"/> \$ 895.00
Other King County GIS Training Express Custom Classes			
<input type="checkbox"/> Posting Data to the KCGIS Data Warehouse		<i>KC employees only</i>	<input type="checkbox"/> \$ 150.00
Step 2: Indicate the total cost for classes you are registering for: (King County employee status subject to verification)			

Step 3: Indicate GIS student name and contact information (email address required for notification)

Student Name(s)	E-mail Address	Phone	Fax

Step 4: Please provide your payment information:

- King County employee ARMS agency cost codes: Low Org.: _____ Acct.: _____ Task: _____ Proj.: _____
- King County employee IBIS agency cost codes: Cost Center: _____ Acct.: _____ Proj.: _____
- For non-King County employees, a check for the total cost must be included with this registration form.
Make your check payable to: King County Finance Department.

Please record your billing/payment contact information below:

Contact Name:	
Organization/Agency:	
Address:	City, State, Zip:
Phone:	E-mail Address:

APPROVAL (for King County employees) to ensure payment:

Supervisor's signature: _____ Date: _____
 Supervisor's name printed: _____ Sup. phone/e-mail: _____

Charge information and supervisor approval must be completed to guarantee registration acceptance.

Note: Payment must be received 2 weeks before the scheduled class start date. Registered students who cancel with less than five days notice, or who fail to attend the course even though registered, will be billed for the entire cost of the class. The student is responsible to attend the course, or to arrange for a replacement and notify the KCGIS Training Coordinator.

Registration and enrollment is subject to the Standard Training Terms and Conditions on page 2 of this form.

KING COUNTY GIS CENTER

KCGIS CENTER PROVIDED TRAINING SERVICES STANDARD TRAINING TERMS AND CONDITIONS

TRAINING SERVICES TO BE PROVIDED: The contents of each King County GIS Center training class are outlined in the class descriptions (see: http://www.metrokc.gov/gis/Training/training_catalog.htm). However, KCGIS Center reserves the right to adjust the syllabus of any class at its sole discretion and without notice.

WARRANTY: King County GIS Center has resources and staff with the necessary knowledge, skills, and abilities to provide the training services offered. Notwithstanding, all training services are provided "as-is," without a guarantee or warranty of any kind, either expressed or implied. KCGIS Center is not responsible for the performance of any student after attending a class.

LIMITATION OF LIABILITY: King County GIS Center shall not be liable for any indirect, special, or consequential damages which may arise from its performance under this agreement.

CLIENT RESPONSIBILITY: The customer is responsible to ensure that:

- Students meet the prerequisites and recommendations as outlined in the training class description.
- Students attend each training session at the set schedule and participate in training activities as directed by the instructor.
- Students will make themselves aware of and adhere to the KCGIS Center Training Facility policies related to health, safety, security, and emergencies.
- Students will not copy, in whole or in part, any copyrighted class material acquired during the class.
- Client cancellations must be received in writing and must be received by KCGIS Center no less than two weeks before the start of the class. The client may substitute a suitably qualified alternate for any student enrolled at any time up to commencement of the class. Registered students who cancel with less than two weeks notice, or who fail to attend the class even though registered, will be billed for the full cost of the class.

KCGIS Center reserves the right to terminate the training class for any attendee it feels is not fit to attend.

REGISTRATION AND PAYMENT: The price for each King County GIS Center training class is published on the KCGIS Center website (see: http://www.metrokc.gov/gis/training/training_register.htm). KCGIS Center reserves the right to change the published training price at the beginning of each calendar year, or upon advance notice if costs change significantly at other times.

To register, a Training Registration form must be sent to the KCGIS Center as directed on the form.

Payment for King County employees is made by interfund transfer. Payment must be received no less than two weeks before the scheduled start date of class. Non-King County Government agencies must provide a check for the full amount of the training cost made out to the King County Finance Department. Payment by check must be received no less than two weeks prior to the scheduled class start date.

All students will receive a confirmation e-mail one week before each class.

CANCELLATIONS: If the number of registered students is not adequate to justify the cost of presenting a class prior to the scheduled start date, the class will be cancelled and rescheduled at a later date. All registered students will be notified immediately of any cancellations. If a class is cancelled by KCGIS Center, registered students will be given the option to register in a future class or to receive a full tuition refund.

If, where notice has not been given but KCGIS Center is not able to start or continue a class as scheduled due to illness or unavoidable absence of the KCGIS Center instructor, or for any other reason beyond KCGIS Center's reasonable control, KCGIS Center will attempt to remedy the situation by either rescheduling the class or refunding tuition.

NOTE: King County GIS Center may include client names in future informational material, unless requested otherwise by client.