

## Protocol for requesting a special class NOT on our training schedule:

- Adhesive Anchor Installation (ACI) (Make each of these a link to more info)
- Aggregate Testing Technician
- Concrete Field 1 (ACI)
- Concrete Flatwork Finishers Technician (ACI)
- Concrete Strength Testing Technician (ACI)

As always, it is recommended you send your employees to one of the scheduled classes we offer during the training season. These classes can be found at [www.armofmn.com/training](http://www.armofmn.com/training).

All scheduled classes can be registered for and paid for online.

**Always make every attempt to attend a scheduled class during the training season.**

### Please follow these steps when making a request for one of the above classes for your company:

1. Check our training schedule at [www.armofmn.com/training](http://www.armofmn.com/training) to see if we are offering the class your employees need. If we are, please send your employee to a scheduled class. You can register and pay for the class on our training website.
2. If you need to hold a training class that is NOT already scheduled on our registration site, please print off **this request form** (make this a link to the request form) and submit the completed form to:  
Suzanne Johnsrud, Registration Coordinator at [registration@armofmn.com](mailto:registration@armofmn.com)
3. Once this form has been reviewed by our staff, you will be contacted with possible dates/locations for your class.

### A few things:

- The fee per student will be determined by how many students will be attending the special class. This fee may be considerably higher than our regular classes, especially if you only intend to certify a few employees. Please keep this in mind when requesting a special class for your employees.
- All registration fees must be collected **PRIOR** to the class, as is our policy with our regular classes.
- All refunds for cancellations made within our **7-day cancellation policy** will be subject to a \$30 non-refundable registration fee.
- All registrations MUST come through the ARM Registration Office. Please contact Suzanne Johnsrud at [registration@armofmn.com](mailto:registration@armofmn.com) for additional information and instructions.

