

## **New Student Starts Here**

Welcome!

The purpose of this document is to provide orientation to new students. Our systems are designed with you, the user, in mind. All of our material is very user-friendly. Though our systems are laid out in an intuitive manner, we strive to provide detailed instructions for almost everything.

We want to make your interaction with us as pleasant and as risk-free as possible. In this document we will provide information on the following subjects:

- What you need to do BEFORE you register to any of our programs
- How to select a program and register in it

Note: We try not to repeat information in various documents – for this reason we may end up pointing you to other documents as necessary.

### **What you need to do BEFORE you register to any of our programs**

It is very important for us (and for you, of course) that you DO NOT register in something that is not suitable for you. Therefore it is important for you to read some of our material to clearly understand what we are about and some key information about our products.

Please read the following informatory documents available at our site:

a. FAQs (in this document make sure you read the following sections)

Section 1: I am new to this site – what do I do to get started?

Section 3: How does the training take place, testing etc?

Section 4: Fees and refund policies

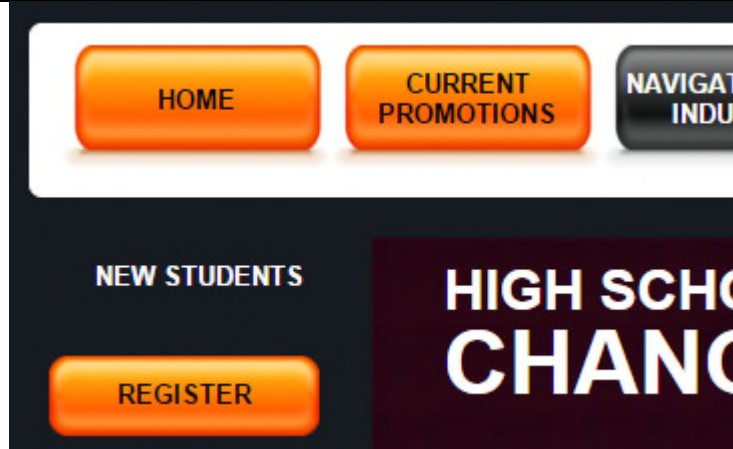
b. Terms and Conditions (available on our home page)

c. Take our FREE sample course – available on our home page. This will give you an idea about how the training material is presented. Make sure you have Flash Player installed on your computer. This is a free software available at Adobe.com

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## How to Select a Program and Register in it

On our Home Page, click on the REGISTER button. The button is shown on the right.



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Entry Level Industrial Programs ( Category: CAT1 )					
Course Name	Description	How To Take This Course	Cost	\$/hr	Register
Biofuel Production Operations	Description	How To Take This Course	\$2999.00	\$7.00	Register
Chemical Plant Operations	Description	How To Take This Course	\$2999.00	\$7.67	Register
Drilling For Oil-Gas	Description	How To Take This Course	\$2999.00	\$9.0	Register
Electrician Training - C	Description	How To Take This Course	\$470.00	\$2	Register
HVAC Training - C	Description	How To Take This Course	\$470.00	\$2.00	Register

Clicking on “REGISTER” will bring you to the screen shown above. This is our course catalog and shows a list of our programs – one program per row. For this discussion, let’s consider the program titled “Chemical Plant Operations”. The information about this program is listed in the row it occupies. Let’s discuss each of the columns – starting from left to right.

Column 1: This column contains the name of the program “Chemical Plant Operations”

Column 2: This column contains a button titled “Description”. You can access the Program or Program Description by clicking on this button. The Program Description provides all information about this program. We recommend you click on it and print it – it is generally a large document, containing 10 or more pages. It is very important that you read the program description to determine if the program is suitable for your needs or not. You should also discuss this document with prospective employers to see if they will give you a job based on successful qualification in a program such as this.

Column 3: This column contains a button titled “How To Take This Course.” Clicking on this button will give you a document which will provide instructions on how to go take the program, once you are registered in it. You will need this document AFTER you register in the program. But you are free to access it and print it if you so choose.

Column 4: This column gives the full program price. You have two options to pay for the program. First, you can pay the full price, by paying \$49.95 per month. Second, you can pay full price at the time of registration and get a 15% discount. Make sure you check the “CURRENT PROMOTIONS” button available at our home page to determine if some short special pricing options are available. You should also check out the FAQs to understand our 7-Day No-Questions-Asked 100% Full Refund Guarantee.

Column 5: This column provides the program cost in dollars/per hour basis. To give you a point of reference, most **other** technical program providers usually charge their students \$15.00 to \$50.00 per hour. The information in this column shows you just how well-priced our programs are – especially in comparison to our competition.

Column 6: This column contains the “Register” button which takes you to the registration process. You should click on this button AFTER you have read the program description thoroughly and determined the suitability of the program to your needs.

The Registration process is very easy and intuitive – but it is a separate process. To access details about the Registration process, click on the How-to-Guide, available on our Home Page.