



DGI Training Center
1060 El Camino Real, Suite B
Redwood City, CA 94063

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2013

Dangerous Goods Transportation
Training Schedule



**Advanced
Classification
Course!**

See Page 8 For Details

www.dgitraining.com

800-338-2291

2013

Dangerous Goods Transportation
Training Schedule



Dangerous Goods International

Dangerous Goods
Transportation Training



IATA



49CFR



IMDG

www.dgitraining.com

800-338-2291

On-site Seminars

DGI's public seminars are also available as on-site programs conducted at your facility. Our on-site programs give you the ability to customize and combine any of our public classes to fit your training needs. The end result is a seminar that is strictly tailored to your products, job functions, shipping patterns and internal requirements. The seminar will be conducted at your facility-saving you time and money!

Benefits of On-site Training:

- Saves money on tuition and travel expenses by having the instructor come to you.
- Saves time in the classroom, as programs are focused on your products.
- Customized programs designed to meet your product and training needs.
- Flexibility of location, hours and dates (including weekends).
- Ensures students learn at the same level and more staff can attend.
- Direct interaction with your instructor prior to the seminar.

- Classes available in Spanish for all modes of transport.

All training programs include instructor, program, course workbooks, certification and the use of actual regulations when applicable. DGI programs are fully guaranteed to satisfy job specific transportation training requirements of the U.S. DOT, ICAO/IATA and IMDG/IMO.

Generally, on-site training is cost effective when you have 7 or more employees who require similar training. Cost is based on a daily rate plus expenses. Daily Instructional Rate: \$1350 to \$1550: up to 12 students. Additional students: \$40 to \$80 per person. Additional expenses will include instructor airfare and per diem, ground transportation, hotel accommodations and shipping charges to return classroom materials.

For complete details contact Frank Nerli at 805-473-0978, dgifn@dgitraining.com or request a quote via our website at www.dgitraining.com - click on "On-sites."

Online Training Center

Instant Training Gratification.

DGI's Online Training Center provides quality dangerous goods training, on your time schedule, at a price you can afford!

These courses are now available:

- 49CFR - Initial and Recurrent
- IATA - Initial and Recurrent
- IMDG - Initial and Recurrent
- Air Carrier Training
- Air Repair Stations
- Automotive
- Biological Substance Category B
- Consumer Commodities
- Driver Training

- Dry Ice (Refrigerants)
- Excepted Quantities
- Freight Forwarders
- Fuel Samples
- General Awareness
- Infectious Substances
- Lithium Batteries
- Magnetized Materials
- FREE Security Awareness



To learn more about our online training options and try a free demo go to: www.dgitraining.com

Webinars: Public & Private

Public Webinars:

A webinar is an online training course conducted in real time by an instructor. All that's required is a high speed internet connection and in some cases the actual regulations.

Classroom set-up may be used with a computer, LCD projector and speakers.

During the webinar you can interact and chat with your instructor.

An online exam is given at the conclusion of course.

All webinar programs include a downloadable student workbook.

Please note: IATA, 49CFR and IMDG webinars require you to have the current regulations. Should you need the current regulations we can recommend a supplier.

Public Webinar Course	2013 Date(s)	Start Time(est)	Hours	Tuition
49CFR Recurrent	Feb 13, Apr 15, June 12, Aug 12, Oct 16, Dec 3	11 am	6-8	\$195
IATA Recurrent	Jan 16, Mar 11, May 15, July 22, Sept 18, Nov 12	11 am	6-8	\$195
IMDG Recurrent	Mar 13, June 10, Sept 16	11 am	6-8	\$195
General Awareness	Jan 30, Feb 27, Apr 24, May 22, June 26, July 31, Aug 28, Oct 30, Nov 20, Dec 5	1 pm	1-3	\$25
Limited Quantities & Consumer Commodities (Air, Ground & Ocean)	Jan 17, May 16, Oct 15	11 am	6-8	\$150
Flammable Liquids (Air & Ground)	Feb 11, June 13, Oct 18	11 am	6-8	\$150
Freight Forwarders Recurrent (Air)	Nov 14	11 am	6-8	\$195
Infectious Substances (Air & Ground)	Aug 14	11 am	6-8	\$150
Excepted Lithium Batteries* (Air, Ground & Ocean)	Mar 27, Sept 25	11 am	4-6	\$125
Lithium Batteries* (Fully Regulated: Air & Ground)	Jan 14, Mar 14, May 13, July 24, Sept 19, Nov 13	11 am	6-8	\$175

*Not sure which Lithium Battery class is right for you? View our free video online to determine which class fits your needs.

This information may also be found at: www.dgitraining.com

Private Webinars:

Private webinars are much like an on-site, but with the convenience of online training. Private webinars can be customized to meet the individual needs of your company, and may be a good option if you are considering an on-site, and ship the following:

- A single hazardous product
- A single hazard class

Private Webinar Pricing:

\$1350-\$1550 per day, includes 12 students, \$40-\$80 per additional student up to a maximum of 30 students.

To determine if a Private Webinar is the right option for you, contact Frank Nerli at 805-473-0978 or dgifn@dgitraining.com.

Most seminars are available as webinars

Dangerous Goods Transportation by Air (IATA/ICAO)

2-Day Initial Class Topics

- Format of the Regulations
- IATA Section 1 Applicability
- IATA Section 2 Limitations
- Classification of Dangerous Goods
- Using the Alphabetical List of DG's
- Selecting a Packing Instruction
- State and Operator Variations
- General Packing Provisions
- UN Packaging Specification Marks
- Marking and Labeling
- Documentation
- Overpacks
- Handling and Safety
- Excepted Quantities
- Limited Quantities
- Limited Discussion of RAM & Explosives (See pg 5 and 11)

3-Day Initial Class Topics

- All topics in 2-Day class plus;
- Multiple hazards
- N.O.S. Proper Shipping Name
- Mixtures and Solutions
- Different Dangerous Goods Packed Together

1-Day Recurrent*

A review of topics in our 3-Day IATA/ICAO program with emphasis on updates and changes. ***Prerequisite for recurrent training: IATA/ICAO certification within the past 24 months. Recurrent training is required every 24 months.**



Take the Recurrent Pre-test on our website and test your skills before choosing the recurrent class.

3-Day IATA Initial: \$710

2-Day IATA Initial: \$665

1-Day IATA Recurrent: \$495

Already have your own IATA Regulations?

- Bring your own 2013 IATA DGR - save \$150
- Borrow Regulations for class use only - save \$75
- This offer valid at time of registration only.

All Classroom IATA programs includes

- Current edition of the IATA DGR
- Student workbook
- Lunch daily



City (hotel guide pg 12)	3-Day IATA Initial	2-Day IATA Initial	1-Day IATA Recurrent
Anaheim, CA			Aug 19
Atlanta, GA	Apr 23-25	Jan 7-8 Apr 23-24	Jan 9 Apr 22 July 22
Boston, MA		Oct 15-16 Apr 8-9 Oct 29-30	Oct 14 Apr 10 Oct 28
Charlotte, NC			Aug 19

City (hotel guide pg 12) 3-Day IATA Initial 2-Day IATA Initial 1-Day IATA Recurrent

Chicago, IL	Mar 12-14	Jan 8-9	Jan 7, Feb 11
		Mar 12-13	Mar 11
		May 15-16	May 14
		Aug 26-27	July 8
		Nov 13-14	Sept 9, Nov 12
Cincinnati, OH		Oct 22-23	Oct 21
Cleveland, OH			Apr 15, June 18
Dallas, TX		Jan 14-15	Jan 16
		June 26-27	June 24
Denver, CO		June 12-13	June 10
Detroit, MI		Jan 29-Jan 30	Jan 28, Apr 29
		Oct 1-2	Sept 30
Indianapolis, IN			Jan 31
Las Vegas, NV			Feb 11
			July 16
			Dec 4
Los Angeles, CA	Nov 5-7	Feb 6-7	Feb 5, Apr 8
		June 4-5	June 3
		July 30-31	July 29
		Nov 5-6	Nov 4
Milwaukee, WI			Aug 12
Minneapolis, MN			May 20
New York, NY		Jan 23-24	Jan 22
		May 15-16	May 14
		Nov 13-14	Nov 12
Newark, NJ			Feb 25, July 29
Philadelphia, PA		Mar 4-5	Mar 7, Sept 23
Phoenix, AZ		Oct 14-15	Oct 17
St. Louis, MO			Apr 16
San Antonio, TX			Sept 16
San Francisco, CA	June 19-21	Jan 8-9	Jan 7, Jan 22
		Mar 26-27	Mar 25
		June 19-20	June 18
		Sept 16-17	Sept 18
Seattle, WA		Jan 29-30	Jan 28, May 6
		Aug 6-7	Aug 5
		Oct 22-23	Oct 21
Washington DC			Mar 19

IATA Recurrent Webinars

Webinar Training Materials:

- Workbook – attendees download and print
- Attendees must provide the 2013 IATA Regulations

1-Day Recurrent Webinar: \$195

Jan 16, Mar 11

May 15, July 22

Sept 18, Nov 12

Dangerous Goods Transportation by Ground (49CFR/DOT)

2-Day Initial Class Topics

- Format of the Regulations
- Training Requirements
- Hazard Classes
- Proper Classification Criteria
- Packing Groups
- Packing, UN Packaging
- The Hazardous Materials Table
- Hazardous Substances
- Marine Pollutants
- General and UN Specification
- Packing Requirements
- Limited Quantities
- Limited Discussion of RAM & Explosives (See below & pg 11)

Please note: Hazardous Waste is not covered in our 49CFR classes.

1-Day Recurrent* A review of topics in our 2-Day 49CFR program with emphasis on updates & changes. ***Prerequisite for recurrent training 49CFR certification within the past 3 years. Recurrent training required every 3 years.**

➔ Take the Recurrent Pre-test on our website and test your skills before choosing the recurrent class.

2-Day 49CFR Initial: \$445

1-Day 49CFR Recurrent: \$315

All Classroom 49CFR programs include

- 49CFR Regulations
- Classroom workbook
- Lunch daily



Radioactive Materials Transportation (RAM)

Important! If you ship any quantity of Radioactive Materials - You need to take this course.

This seminar is intended for Shippers, Forwarders, and Carrier personnel who work with RAM in the normal course of transportation and acceptance.

DGI's 2-Day Radioactive seminar will enable you to transport both domestic or international with ease.

Included with RAM programs

- 49CFR regulations (If you ship by air or ocean it is recommended that you bring current IATA or IMDG Regulations.)
- Classroom workbook
- Lunch daily

Prerequisite: Previous hazardous materials training recommended but not required.

2-Day Multi-Modal Topics

- Definitions & Units of Measurement
- Determination of Transport Index (TI)
- Proper Shipping Names
- Packaging selection
- Use of Tables containing A1 & A2 values
- Categorization of Packages
- Marking & Labeling
- Documentation
- Special Limitations
- Segregation
- Loading
- Accepting RAM for transport

2-Day Radioactive Materials

City (Hotel Guide on pg 12) \$495

Chicago, IL	May 1-2
Las Vegas, NV	Feb 14-15
	July 18-19
Philadelphia, PA	Sept 26-27

Dangerous Goods Transportation by Ground (49CFR/DOT)

City (hotel guide pg 12)	2-Day 49CFR Initial	1-Day 49CFR Recurrent
Anaheim, CA	Aug 26-27	Aug 20
Atlanta, GA	Feb 25-26	Jan 10
	Sept 16-17	July 23
Charlotte, NC		Aug 20
Chicago, IL	Jan 28-29	Feb 12
	Apr 29-30	July 9
	July 22-23	Sept 10
Cleveland, OH		June 19
Dallas, TX	Nov 4-5	Jan 17, June 25
Denver, CO		June 11
Detroit, MI		Apr 30
Las Vegas, NV	Mar 11-12	Feb 12
	Dec 9-10	July 17, Dec 5
Los Angeles, CA	Apr 15-16	Apr 9
Milwaukee, WI		Aug 13
Minneapolis, MN		May 21
Newark, NJ	Aug 5-6	Feb 26, July 30
Orlando, FL	July 8-9	
Philadelphia, PA	Oct 7-8	Mar 8, Sept 24
Phoenix, AZ		Oct 18
St. Louis, MO		Apr 17
San Antonio, TX	Apr 29-30	Sept 17
San Francisco, CA	Oct 7-8	Jan 23, Sept 19
Seattle, WA	June 24-25	May 7
Washington DC		Mar 20

49CFR Recurrent Webinars

Webinar Training Materials:

- Workbook – attendees download and print
- Attendees must provide the current 49CFR Regulations

1-Day Recurrent Webinar: \$195

Feb 13, Apr 15

June 12, Aug 12,

Oct 16, Dec 3

DGI Tech Control Technical Assistance Hotline

- All hazmat technical questions answered via phone, fax or email.
- \$100 per year for DGI students. ALL your questions answered.
- Price includes 2 facilities, unlimited Hazmat Certified users.

For more information or to enroll in DGI Tech Control contact
Jessica Pounds at 904-321-0874 or webmaster@dgitraining.com

Dangerous Goods Transportation by Ocean (IMDG)

2-Day Initial Class Topics

- Format of the Regulations
- General Provisions
- Classification of Dangerous Goods
- Using the Dangerous Goods Regulations
- Selecting a Packing Instruction
- General Packing Provisions
- UN Packaging Specification Marks
- Marking and Labeling
- Documentation
- Overpacks
- Handling and Safety
- Limited Quantities
- Limited Discussion of RAM & Explosives
(See pages 5 & 11)

All webinar IMDG programs include a downloadable student workbook!

1-Day Recurrent* A review of topics in our 2-Day IMDG program with emphasis on updates & changes. *Prerequisite for recurrent training IMDG certification within the past 3 years. Required every 3 years.

➡ Take the Recurrent Pre-test on our website and test your skills before choosing the recurrent class.

2-Day IMDG Initial: \$505

1-Day IMDG Recurrent: \$335

All Classroom IMDG programs include

- Copy of the IMDG Code
- Classroom workbook
- Lunch daily



City (hotel guide pg 12) 2-Day IMDG Initial 1-Day IMDG Recurrent

Anaheim, CA		Aug 21
Atlanta, GA		Jan 11, July 24
Charlotte, NC		Aug 21
Chicago, IL	Feb 14-15	Feb 13
	Aug 28-29	Sept 11
Cleveland, OH		June 20
Detroit, MI		May 1
Las Vegas, NV		Feb 13, Dec 6
Los Angeles, CA	Oct 29-30	Apr 10, Oct 28
Milwaukee, WI		Aug 14
Minneapolis, MN		May 22
Newark, NJ		Feb 27, July 31
Philadelphia, PA		Sept 25
St. Louis, MO		Apr 18
San Antonio, TX		Sept 18
San Francisco, CA		Jan 24, Sept 20
Seattle, WA	May 9-10	May 8
Washington DC		Mar 21

IMDG Recurrent Webinars

Mar 13, June 10

Webinar Training Materials:

- Workbook – attendees download and print
- Attendees must provide the current IMDG Regs

1-Day Recurrent Webinar: \$195

Sept 16

Multi-Modal Transportation Seminars

49CFR/DOT - IATA/ICAO - IMDG

Dates for the following classes are on page 9 & 10 of this brochure.

5-Day Initial (49CFR/IATA/IMDG) - \$1250

Topics covered include the relationships between 49CFR, IATA/ICAO & IMDG. Fully develops regulatory merging process. All topics covered in the 2-Day courses as described on pages 3, 5 and 7 of this brochure.

4-Day Initial (49CFR/IATA) - \$1095

Topics covered include the relationships between 49CFR and IATA/ICAO. All the topics covered in the 2-Day courses as described on pages 3 and 5 of this brochure.

3-Day Initial (IATA/49CFR) - \$885

Topics covered include the relationships between IATA/ICAO and 49CFR. All the topics covered in the 2-Day courses as described on pages 3 and 5 of this brochure.

3-Day Recurrent*: (IATA/49CFR/IMDG) - \$920

Review of topics covered in the 5-Day Initial program with an emphasis on regulatory changes and updates with the current edition of IATA, 49CFR, & IMDG.

2-Day Recurrent*: (IATA/49CFR) - \$705

Review of topics covered in the 4-Day Initial program with an emphasis on regulatory changes and updates with the current edition of IATA and 49CFR.

2-Day Recurrent*: (49CFR/IMDG) - \$525

Review of topics covered in the 2-Day courses as described on pages 5 & 7 with an emphasis on regulatory changes and updates with the current edition of 49CFR and IMDG.

*Prerequisite for recurrent training classes: IATA/ICAO certification within the past 24 months, 49CFR and IMDG certification within the past 3 years.

Please note: Hazardous Waste is not covered in our classes.

All Multi-Modal programs include:

- Appropriate regulations: IATA, 49CFR, copy of the IMDG
- Classroom workbook
- Lunch daily

Classification of Dangerous Goods

DGI's Classification of Dangerous Goods program is designed to assist you in the proper classification of hazardous materials to be offered for transport by ground and air. It will also guide you in selecting the best Proper Shipping Name to identify the material during transportation.

If you are going to perform any other job functions necessary to prepare the material for transportation, such as selecting the correct packaging, marking, labeling or documenting the shipment, you will need additional training in those specific areas.

Chicago Sept 12-13 & Los Angeles Apr 11-12

2-Day Course: \$650

Classification Course Includes: Current edition of the IATA DGR and 49CFR, Classroom workbook and lunch daily.

For more information on this new course, please visit our website:
www.dgitraining.com or call 800-338-2291

NEW!

Multi-Modal Transportation Seminars

49CFR/DOT - IATA/ICAO - IMDG

City (<i>hotel guide pg 12</i>)	5-Day Multi-Modal Initial 49CFR/IATA/IMDG \$1250	4-Day Initial 49CFR/IATA \$1095	3-Day Initial IATA/49CFR \$885
Anaheim, CA	Aug 26-30	Aug 26-29	
Atlanta, GA	Feb 25-Mar 1 Sept 16-20	Feb 25-28 Sept 16-19	
Charlotte, NC			
Chicago, IL	Jan 28-Feb 1 July 22-26	Jan 28-31 July 22-25	
Cincinnati, OH Cleveland, OH			Oct 22-24
Dallas, TX	Nov 4-8	Nov 4-7	June 26-28
Denver, CO			June 12-14
Detroit, MI			
Las Vegas, NV	Mar 11-15 Dec 9-13	Mar 11-14 Dec 9-12	
Los Angeles, CA	Apr 15-19	Apr 15-18	June 4-6
Milwaukee, WI Minneapolis, MN			
New York, NY			Nov 13-15
Newark, NJ	Aug 5-9	Aug 5-8	
Orlando, FL	July 8-12	July 8-11	
Philadelphia, PA	Oct 7-11	Oct 7-10	Mar 4-6
Phoenix, AZ			Oct 14-16
St. Louis, MO			
San Antonio, TX	Apr 29-May 3	Apr 29-May 2	
San Francisco, CA	Oct 7-11	Oct 7-10	Jan 8-10
Seattle, WA	June 24-28	June 24-27	Aug 6-8
Washington DC			



**3-Day Multi-Modal
Recurrent
IATA/49CFR/IMDG
\$920**

**2-Day Recurrent
IATA/49CFR
\$705**

**2-Day Recurrent
49CFR/IMDG
\$525**

Aug 19-21

Jan 9-11

July 22-24

Aug 19-21

Feb 11-13

Sept 9-11

June 18-20

Apr 29-May 1

Feb 11-13

Dec 4-6

Apr 8-10

Aug 12-14

May 20-22

Feb 25-27

July 29-31

Sept 23-25

Apr 16-18

Sept 16-18

Jan 22-24

Sept 18-20

May 6-8

Mar 19-21

Aug 19-20

Jan 9-10

July 22-23

Aug 19-20

Feb 11-12

July 8-9

Sept 9-10

June 18-19

Jan 16-17

June 24-25

June 10-11

Apr 29-30

Feb 11-12

July 16-17

Dec 4-5

Apr 8-9

Aug 12-13

May 20-21

Feb 25-26

July 29-30

Mar 7-8

Sept 23-24

Oct 17-18

Apr 16-17

Sept 16-17

Jan 22-23

Sept 18-19

May 6-7

Mar 19-20

Aug 20-21

Jan 10-11

July 23-24

Aug 20-21

Feb 12-13

Sept 10-11

June 19-20

Apr 30-May 1

Feb 12-13

Dec 5-6

Apr 9-10

Aug 13-14

May 21-22

Feb 26-27

July 30-31

Sept 24-25

Apr 17-18

Sept 17-18

Jan 23-24

Sept 19-20

May 7-8

Mar 20-21

New Explosives Class!



This seminar is intended for Shippers, Forwarders, and Carrier personnel who work with Explosives in the normal course of transportation and acceptance.

DGI's 2-Day Explosives seminar will allow you to transport both domestic and international with ease.

Included with Explosives programs:

- 49CFR regulations (If you ship by air or ocean it is recommended that you bring current IATA or IMDG Regulations.)
- Classroom workbook
- Lunch daily



2-Day Multi-Modal Topics:

- Definitions
- Applicability
- Classification
- Specification
- Identification
- Marking & Labeling
- Documentation
- Emergency Response
- Placarding
- Segregation
- Loading

***Prerequisite: Previous hazardous materials training recommended but not required.**

2-Day Explosives Course Tuition: \$485

City (Hotel Guide on pg 12) 2-Day Explosive

Chicago, IL

July 10-11

Inspections are up – Penalties are up!

Your training requirements are based on the modes of transport used & your job function. If you ship dangerous goods to, from or within the United States, employers & employees must adhere to the training requirements under 49CFR, Subpart H, Section 172.700. Training is required by Law! Penalties are imposed if you are not properly trained!

The table below indicates when recurrent training is required after initial course is completed.

Recurrent Training Requirements:

Mode	US 49 CFR Every 3 Years	US 14CFR Every 24 Months	ICAO/IATA Every 24 Months	IMDG CODE Every 3 Years
Air			★	
Ocean	★			★
Highway	★			
Rail	★			
Airline Personnel		★		

Buy Training Materials

Do you train for your company? Take advantage of DGI's expertise. Purchase up-to-date materials to train your employees. You can purchase reproducible copies of the student workbooks listed here with or without corresponding PowerPoint presentations.

These programs are intended for use by certified individuals who are experienced trainers or have taken a Train-the-Trainer program. These programs are not to be used outside of your company (for profit).

To purchase customized training materials or for more information and pricing contact Jessica Pounds at 904-321-0874 or webmaster@dgitraining.com

These programs are currently available

- IATA/ICAO
- 49CFR
- IMDG
- Air Carrier Training
- Automotive
- Consumer Commodities
- Corrosive Materials
- Explosives
- Flammable Liquids
- General Awareness
- Infectious Substance
- Lithium Batteries
- Radioactive Materials

Hotel Guide for DGI Seminars

City	Hotel Name	Hotel Phone
Anaheim, CA	Red Lion Hotel – Anaheim Maingate	714-750-2801
Atlanta, GA	Hilton Garden Inn – Atlanta Airport North	404-477-6600
Boston, MA	Wyndham Chelsea	617-884-2900
Charlotte, NC	Four Points by Sheraton – Charlotte	704-522-0852
Chicago, IL	Four Points by Sheraton – O’Hare Airport	847-671-6000
Cincinnati, OH	DoubleTree Hotel – Cincinnati Airport	859-371-6166
Cleveland, OH	Hilton Garden Inn – Cleveland Airport	216-898-1898
Dallas, TX	Call DGI for Hotel Info	800-338-2291
Denver, CO	DoubleTree Hotel – Denver	303-321-3333
Detroit, MI	Hilton Garden Inn – Detroit Metro Airport	734-727-6006
Indianapolis, IN	Crowne Plaza – Indianapolis Airport	317-244-6761
Las Vegas, NV	Embassy Suites – Convention Center	702-893-8000
Los Angeles, CA	Four Points by Sheraton – Los Angeles Int’l Airport	800-529-4683
Milwaukee, WI	Crowne Plaza – Milwaukee Airport	414-764-5300
Minneapolis, MN	Hilton Garden Inn – Minneapolis/Eagan	651-686-4605
New York, NY	Hilton New York – JFK Airport	718-659-0200
Newark, NJ	Holiday Inn – Clark/Newark Area	732-574-0100
Orlando, FL	Hilton Garden Inn – Orlando at Seaworld	407-354-1500
Philadelphia, PA	March – Sheraton Suites – Philadelphia Airport	215-365-6600
	Sep & Oct – Holiday Inn Historic District	215-923-8660
Phoenix, AZ	Call DGI for Hotel Info	800-338-2291
St. Louis, MO	Hilton Garden Inn – St. Louis Airport	314-521-6444
San Antonio, TX	Hotel Indigo – San Antonio Riverwalk	210-527-1900
San Francisco, CA	Crowne Plaza – San Francisco Int’l Airport	650-342-9200
Seattle, WA	Hilton Garden Inn – Seattle /Renton	425-430-1414
Washington, DC	Holiday Inn Rosslyn – Key Bridge	703-807-2000

DGI negotiates discounted rates for sleeping rooms at each hotel. When making your hotel reservations, you may access this rate by advising the DGI Room Block Code shown on your Seminar Confirmation Letter.

HEADS UP! Book your sleeping room early.
Our special rates are only available until 30 days prior to each seminar.

Seminar Registration Instructions

How to Register

- Visit our secure website at www.dgitraining.com.
- Telephone: 800-338-2291 or 650-306-8450
- Fax the DGI Seminar Registration Form (on the next page) to 650-306-8459.
- Mail the DGI Seminar Registration Form and payment to:
DGI Training Center, 1060 El Camino Real, Suite B, Redwood City, CA 94063.
 - Please call or fax your registration before mailing to ensure space availability.
- A Seminar Confirmation Letter will be emailed to you to confirm your registration.

Payment

- Registration fees must be prepaid a minimum of 7 days prior to the seminar.
- DGI accepts Visa, MasterCard and American Express
- Make checks payable to: "DGI Training Center"
 - Note students name on your check to ensure proper application of funds.

Hotel Accommodations

DGI negotiates discounted rates for sleeping rooms at each hotel. You may obtain this rate by advising the Room Block Code, noted on your Seminar Confirmation Letter, when making your hotel reservation. Our special rates are only available until 30 days prior to each seminar, so remember to book early. Hotel reservations must be made directly with the hotel and are not included in the tuition.

Cancellation / Transfer Policy

A \$100 cancellation fee will be charged for cancellations and transfers within 7 days of the seminar start date. This fee also applies to students who do not show up for the class.

- **Cancellations** received more than 7 days before the class are fully refundable.
- **Transfers** to another class may be made more than 7 days without penalty, however, within 7 days the cancellation fee applies.
- **Substitutions** may be made up to the first day of class without penalty.
- DGI reserves the right to cancel programs two weeks prior to the start date. Should this occur, a full refund will be made, or funds may be transferred to another seminar.

Class Information

- Classroom sign-in: 8:00 to 8:20 the first day.
- Instructional hours: 8:30 to 4:30 each day.
- Daily lunch is included with all seminars.
- Certificates are emailed after the seminar to students who pass with a grade of 80% or better.

DGI Has Gone Green

All correspondence from DGI Training Center, including confirmation letters, and certificates are now coming to you via email. Be sure to advise your IT departments to allow emails from dgitraining.com.



Our Mission

Our mission is providing the highest quality safety training in the transportation of Dangerous Goods while achieving 100% customer satisfaction.

2013 DGI Seminar Registration Form

Company Info

Company Name
Address
Contact Person
Contact Person's Phone () - Fax () - Email

Enroll the Following

	Students First Name (please print)	Middle	Last	Title	Tuition	
Student #1	Student address if different from above					
	Student's Phone	Fax	Email			
	Seminar Dates	Location	# of Days			
	If Recurrent Training - Date of last Training			Training Conducted by		
	Student's First Name (please print)	Middle	Last	Title		
Student #2	Student address if different from above					
	Student's Phone	Fax	Email			
	Seminar Dates	Location	# of Days			
	If Recurrent Training - Date of last Training			Training Conducted by		
	Student's First Name (please print)	Middle	Last	Title		



10% OFF

2013 public classroom & webinar classes if you enroll & pay by 12/21/12.

Online customers use coupon code: **earlybird13** to get the discount!

Subtotal: \$ _____

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