

Equalizer Software Training Schedule

1st Quarter, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday
January				1 New Year's Day	2
	5 Assessing Level I	6 Assessing Level II	7 Assessing Level III	8	9
	12 Tax Level I	13 Tax Level II	14 Special Assessments	15	16
	19 Bldg. Dept. Inspector Intro	20 Bldg. Dept. Support Intro	21 Bldg. Dept. Administrative	22 Bldg. Dept. New Version Conversion	23
	26 Splits & Combination	27	28	29	30
February	2 Tax Level I	3 Tax Level II	4 Delinquent Personal Property	5	6 Fund Accounting .Net Users Group
	9 Asg/Tax Report Writer	10 APEX Sketch	11 Personal Property	12	13 Payroll .Net Users Group
	16 Bldg. Dept. Inspector Intro	17 Bldg. Dept. Support Intro	18 Bldg. Dept. Administrative	19 Bldg. Dept. New Version Conversion	20 Utility Billing .Net Users Group
	23 Assessing Level IV	24 Commercial/Industrial	25 Fund Accounting I	26 Fund Accounting II	27 Fund Accounting .Net Users Group
March	2	3	4	5	6 Fund Accounting .Net Users Group
	9	10	11	12	13 Utility Billing .Net Users Group
	16 Bldg. Dept. Inspector Intro	17 Bldg. Dept. Support Intro	18 Bldg. Dept. Administrative	19 Bldg. Dept. New Version Conversion	20 Payroll .Net Users Group
	23	24	25	26 I.T. Right Dnn Web Design	27 Fund Accounting .Net Users Group
	30 Tax Level I	31 Tax Level II	1 Special Assessments		

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 517-819-3625.

Registration Information

1st Quarter, 2009

Location

Training classes are held in our office in Bath, MI. BS&A Software has historically been a casual company and we encourage our customers to dress comfortably when attending a class. Feel free to wear jeans or shorts (weather permitting, of course)!

Instructors

Typically, class instructors will be Dan Kirwin (Assessing & Tax), Chris Polack (Tax), Jeff Howe (Building Department), Bill Garner (Utility Billing) or Jason Hafner (Fund Accounting). Occasionally, another qualified member of our staff may teach a class, depending on the availability of the primary instructors.

Class Time

Each class is one full day from 9:00 a.m. - 4:00 p.m. with a lunch break. Lunch is on your own; restaurants will be discussed in class.

Class Fees/Invoicing Information

Class fee is \$195 per person/per class. We ask that you DO NOT send payment until you are invoiced. Advanced registration is required by filling out and returning the form below. Sorry, no phone reservations will be accepted.

Confirmation

Confirmation of your registration will be sent prior to the scheduled class date(s). This will include directions to our office and hotel information. No hotel rooms are blocked; reservations are the responsibility of the attendee(s).

Cancellation Policy

BS&A Class Cancellation: At least four (4) individuals must be registered for a class to be held. In the event of low registration, the class will be cancelled. Those registered will be notified at least one week prior to the scheduled date and will be given priority to register in the next available class.

Attendee Cancellation: Cancellation by attendees made less than four (4) working days prior to class, or a "no-show" without prior notification, will result in a \$50 administration fee per attendee.

Mail or Fax Completed Form to:
 BS&A Software ~ 14965 Abbey Lane ~ Bath, MI 48808
 Fax 517.641.8960

Class	Date	#Attending	Registrant Information
Assessing			
Assessing Level I	_____	_____	Unit: _____ County: _____ Contact: _____ Phone: _____ Email: _____ Attendees: _____ _____ _____ _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	
APEX Sketch	_____	_____	
Commercial/Industrial	_____	_____	
Splits & Combination	_____	_____	
Tax			
Tax Level I	_____	_____	
Tax Level II	_____	_____	
Special Assessments	_____	_____	
Delinquent Personal Property	_____	_____	
Asg/Tax Report Writer	_____	_____	
Building Dept.			
Inspector Intro	_____	_____	Please provide an alternate phone or fax number in the event we cannot reach you at the number provided above. _____ - _____ - _____
Support Staff Intro	_____	_____	
Administrative (Advanced)	_____	_____	
New Version Conversion	_____	_____	
Fund Accounting			
Fund Accounting I	_____	_____	Please indicate the location you will be attending classes. ___ BS&A office in Bath Township ___ Big Rapids with Dan Kirwin
Fund Accounting II	_____	_____	
Utility Billing Report Writer	_____	_____	
Utility Billing Refresher I	_____	_____	
Utility Billing Refresher II	_____	_____	
I.T. Right Course			
Web Design (9am-Noon)	_____	_____	