

# Equalizer Software Training Schedule

## 1st Quarter, 2010

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>January</b>					1 New Year's Day Closed
	4 Assessing Level I	5 Assessing Level II	6 Assessing Level III	7	8
	11 .Net Assessing Training	12 .Net Tax Training	13 APEX Sketch	14	15
	18 Bldg. Dept. Inspector Intro	19 Bldg. Dept. Support Intro	20 Bldg. Dept. Administrative	21 Bldg. Dept. New Version Conversion	22
	25 Delinquent Personal Property	26	27	28	29
<b>February</b>	1 Tax Level I	2 Tax Level II	3	4	5 Fund Accounting .Net Report Designer
	8 Assessing Level IV	9 Asg/Tax Report Writer	10 Personal Property	11	12
	15 .Net Tax Training	16 .Net Special Assessments Training	17 .Net Assessing Training	18	19
	22 Bldg. Dept. Inspector Intro	23 Bldg. Dept. Support Intro	24 Bldg. Dept. Administrative	25 Bldg. Dept. New Version Conversion	26
<b>March</b>	1 APEX Sketch	2 Splits & Combination	3 Commercial/Industrial	4	5
	8	9	10	11	12
	15 Bldg. Dept. Inspector Intro	16 Bldg. Dept. Support Intro	17 Bldg. Dept. Administrative	18 Bldg. Dept. New Version Conversion	19 Special Assessments
	22	23	24	25	26
	29	30	31		

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

# Registration Information

## 1st Quarter, 2010

**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
<b>Assessing</b>			
Assessing Level I	_____	_____	Unit: _____
Assessing Level II	_____	_____	County: _____
Assessing Level III	_____	_____	Contact: _____
Assessing Level IV	_____	_____	Phone: _____
Personal Property	_____	_____	Email: _____
APEX Sketch	_____	_____	Attendees: _____
Commercial/Industrial	_____	_____	_____
Splits & Combination	_____	_____	_____
.Net Assessing Training	_____	_____	_____
<b>Tax</b>			
Tax Level I	_____	_____	_____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Delinquent Personal Property	_____	_____	_____
Asg/Tax Report Writer	_____	_____	_____
.Net Tax Training	_____	_____	_____
.Net Special Asmt Training	_____	_____	_____
<b>Building Dept.</b>			
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	_____	_____	
<b>Fund Accounting</b>			
.Net Report Designer	_____	_____	* Please note: If you do not receive a confirmation within 2 business days upon submission of your registration, please call us to confirm your reservation for the class.
<b>I.T. Right Course</b>			
Web Design (9am-Noon)	_____	_____	