DHI FALL TECHNICAL SCHOOL

OCTOBER 25 - NOVEMBER 1, 2020
THE NATIONAL CONFERENCE CENTER

DHI technical and business practice education delivered in a traditional classroom format.

COURSE REGISTRATION FORMS

FLEXIBLE • CONVENIENT • AFFORDABLE
Students,

I am so excited to have you as a part of our amazing learning community, and I can’t wait to welcome you to our upcoming DHI Fall School in Lansdowne, Virginia!

In this ever-changing landscape, we want you to know that our students' well-being, as well as maintaining safe social distancing onsite, is DHI’s top priority. We have been working closely with the National Conference Center, who has taken the following proactive measures to ensure your safety.

We will be offering all of our DHI classes at our 2020 Fall School, so there will be plenty of opportunities to find what’s just right for you, but because we are limiting our class sizes, you will want to act fast. With that in mind, DHI is instituting a new “Save Your Seat” option during registration this year.

This will allow students who can’t pay in full now, or who don’t feel comfortable committing to an in-person event just yet, to register with a 20% down payment—essentially saving their seat in a class of reduced size.

We are all looking forward to learning about your education and certification goals, and, as always are here to help you build a path to achieve them. If you need assistance, you can contact us at schools@dhi.org to share your goals, request information, or schedule an appointment to talk with our team about building your DHI education path.

You may already know exactly what you’re looking for. If so, you can register online or complete this registration form just as you always have.

Don’t forget: As a DHI member, you will benefit from excellent education discounts and an immediate ROI. If you’re not a member, consider joining now to access these savings right away, as well as dozens of educational resources throughout the year.

We look forward to connecting with you and we hope to see you this October!

Laura Frye Weaver, DHT, DAHC, DHC, CSI, CDT, CCS, CFDAI
Vice President of Education, Certification and Technical Activities
IMPORTANT PRICING INFORMATION

DHI strives to make its education available to its members at the most affordable costs. Course prices are established based upon DHI’s cost to develop the curriculum and student materials, to provide qualified instructors to conduct the course, and the value and technical sophistication of the content. We provide volume discounts to encourage multiple students attending from the same company.

- **Company Discount (CD)**
  Ask about our Company Discount – for 3 or more students from the same company per school.

- **Save Your Seat Option (URSEAT)**
  This option will allow students who can’t pay in full now, or who don’t feel comfortable committing to an in-person event just yet, to register with a 20% down payment—essentially saving their seat in a class of reduced size. When registering online, simply enter the promotion name Save Your Seat along with promo code URSEAT to place your hold on a seat.

- **Facilities Fee (FF)**
  This fee covers the cost of food and beverage for meals and breaks and other ancillary costs of the facility DHI contracts to conduct the classes, and will vary from school to school depending on the property selected. It is a pass through cost of conducting the school and is in addition to the courses fees. Therefore it is a mandatory daily fee paid by each student regardless of whether they stay at the property. The Facilities Fee is not subject to discounts.

  For the Fall 2020 Technical School in Lansdowne, VA, the mandatory Facilities Fee is $85 and includes all meals and two refreshment breaks.
**COURSE NUMBERS AND TITLES** | **DURATION** | **DATES** | **MEMBER PRICE** | **NON-MEMBER** | **COLUMN A: COURSE TUITION** | **COLUMN B: FACILITIES FEE**
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COR117 Door, Frame, and Architectural Hardware Applications | 4 | Oct 28-31 | $1,500 | $2,025 |  | $340
COR123 Using Door, Frame and Hardware Standards | 2 | Oct 26-27 | $750 | $1,013 |  | $170
COR125 Takeoff and Estimating | 2 | Oct 28-29 | $750 | $1,013 |  | $170
COR133 Electrified Architectural Hardware | 5 | Oct 25-29 | $1,875 | $2,530 |  | $425
COR140 Using Codes and Standards | 3 | Oct 25-27 | $1,125 | $1,520 |  | $255
COR146 Introduction to Detailing Doors, Frames and Hardware | 3 | Oct 25-27 | $1,125 | $1,520 |  | $255
COR147 Introduction to Specification Writing | 3 | Oct 30-Nov 1 | $1,125 | $1,520 |  | $255
COR153 Installation Coordination and Project Management | 2 | Oct 25-26 | $750 | $1,013 |  | $170
COR160 Material Purchasing Concepts | 1 | Oct 27 | $375 | $505 |  | $85
COR163 Developing Masterkey Systems | 1 | Oct 28 | $375 | $505 |  | $85
DHT120 DHT Exam Prep | 2 | Oct 30-31 | $750 | $1,013 |  | $170
DHC205 Intermediate Detailing Doors, Frames and Hardware | 4 | Oct 26-29 | $1,500 | $2,025 |  | $340
DHC307 Advanced Detailing Doors, Frames and Hardware | 5 | Oct 28-Nov 1 | $1,875 | $2,530 |  | $425
DHSc310 Writing Door and Frame Specifications | 3 | Oct 30-Nov 1 | $1,125 | $1,520 |  | $255
DHSC315 Writing Hardware Specifications | 5 | Oct 25-29 | $1,875 | $2,530 |  | $425
AHC220 AHC Exam Prep | 3 | Oct 30-Nov 1 | $1,125 | $1,520 |  | $255
CDc320 CDC Exam Prep | 2 | Oct 29-30 | $750 | $1,013 |  | $170
EHC420 EHC Exam Prep | 2 | Oct 30-31 | $1,125 | $1,520 |  | $255
EHC400 Electrified Hardware Applications and Documentation | 4 | Oct 25-28 | $1,500 | $2,025 |  | $340
EHC433 Advanced Electrified Architectural Hardware | 5 | Oct 25-29 | $1,875 | $2,530 |  | $425
DA1600 Fire and Egress Door Assembly Inspection EXAM ONSITE | 4 | Oct 29-Nov 1 | $1,950 | $2,450 |  | $340

**SEE BELOW FOR CREDENTIAL AND CERTIFICATION EXAM SESSIONS.**

Please circle desired date for exam, if applicable. All certification exam fees include facility fees. The DHT exam is a flat member rate (no non-member rate).

- **DHT Exam** | 1 | Oct 31 OR Nov 1 | $250 | $250
- **DHC Exam** | 1 | Oct 31 OR Nov 1 | $350 | $475
- **AHC Exam** | 2 | Oct 31 OR Nov 1 | $450 | $605
- **CDC Exam** | 1 | Oct 31 OR Nov 1 | $450 | $605
- **EHC Exam** | 1 | Oct 31 OR Nov 1 | $450 | $605

**TOTAL A + B**

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*After October 1, you must contact DHI directly to register, based upon class availability.

**DISCOUNTS**

- **Ask about our Company Volume Discount** - for 3 or more students from the same company per school. Facilities fee (FF) of $85 per day per student is required. Includes all meals and 2 breaks. Fee is charged whether staying or not at the National Conference Center.
- **Save Your Seat** - 20% down payment to place your hold on a seat.
  Please refer to Course Descriptions to see any recommended prerequisites and/or reference materials that may be required.
  Class sizes are limited. Course offerings subject to change without notice.
  **CONTINUE TO NEXT PAGE TO COMPLETE COURSE REGISTRATION.**
**PLEASE BE ADVISED**

- All courses begin at 8:00 am and end at 5:30 pm. Punctual and complete attendance is mandatory.
- See page 7 for more details and tuition policies.
- Tuition fees do not include hotel accommodations and facilities fee.

**PLEASE COMPLETE PAGES 4 & 5 OF THIS FORM AND RETURN TO:**
2025 M Street NW, Suite 800
Washington, DC 20036

Phone: 202.367.1134
or
Register online at www.dhi.org

I understand and acknowledge that during my attendance at DHI's Technical School ("School"), I may be photographed, videoed or otherwise recorded by the Door Safety and Security Professionals ("DHI") and/or those designated by DHI. As a condition of my attendance at the School, I agree to irrevocably grant to DHI, its assigns, licensees and successors the right to photograph, publish, record, broadcast, exhibit, digitize, display, copyright, license, transfer, reproduce, translate, modify, edit or otherwise use perpetually throughout the world, in all media now and hereafter known or devised, in whole or in part, my image, likeness, name, biographical information, actions, performance, voice, conversations, quotes and material spoken or otherwise provided by me (collectively, the "Material") during my attendance at the School. I also agree that DHI shall be the sole owner throughout the universe and in perpetuity of any and all rights in and to any and all works containing the Material, in whole or in part, for all purposes whatsoever and in any manner or media including, without limitation, printed works, videocassette, DVD, and computer online services. I shall have no rights or interest thereunder whatsoever.
# DHI 2020 FALL TECHNICAL SCHOOL

**OCTOBER 25 - NOVEMBER 1, 2020 • THE NATIONAL CONFERENCE CENTER • LANSDOWNE, VA**

<table>
<thead>
<tr>
<th>COURSE CURRICULUM</th>
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<tr>
<td><strong>SUNDAY 10/25</strong></td>
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<td>COR146 Intro to Detailing Doors, Frames and Hardware</td>
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<td>COR140 Using Codes &amp; Standards</td>
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<td>COR153 Installation Coordination &amp; Project Management</td>
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*Classes/schedule are subject to change.*
TECHNICAL SCHOOL POLICIES & PROCEDURES

RECOMMENDED PREREQUISITES
Refer to the Education Resource Guide for further details on recommended prerequisites for classes and course descriptions (pages 5-11), as well as student-required materials (page 12).

TUITION STRUCTURE
Member tuition applies to any DHI individual member. Tuition includes all student materials except for a few select reference guides as noted in the Education Resource Guide.

CLASS SIZE
Registrations are entered in the order they are received. Should a course sell out, registrants are placed on a waitlist upon receipt of a completed application. Those with full tuition payment are waitlisted first, followed by those with an application only. If waitlisted registrants with paid tuition, are not placed in their first class choice, they may opt to transfer to another current course, or future course with full credit or receive a full refund. (if applicable)

TUITION POLICIES
Registration
• Tuition payment must be received with registration to ensure a place in a course. Confirmation of registration after receipt of payment will be provided.

Cancellations and Administration Fee
• Registration deadline is October 1, 2020. After October 1, you must contact DHI directly to register, based upon class availability.
• For cancellations received up until 4 weeks prior to the start of the Fall Technical School, September 27, 2020, either a 95% refund or a 100% credit for future courses is available. Credit is valid only for one calendar year.
• For cancellations received within 4 weeks of the start of the Fall Technical School, September 28, 2020, a 90% credit only will be applied to a future course and valid only for one calendar year.

Refunds
• No refunds will be given to any missed sessions.
• No refunds will be given to any non-completion of course(s).
• Once a Technical School begins, no refunds nor credit will be given for missed or non-completed courses. Special circumstances such as a significant medical issue, death in family, etc. may allow for a partial or full credit of tuition fees only, not including facility fees, to be issued for a future course. Proof of special circumstance may be required.

HOTEL ACCOMMODATIONS
Students are responsible for making their own hotel reservations. To take advantage of DHI’s rates please be sure to book by September 25. Complete housing information is available online at www.dhi.org/fallschool.

PHOTOGRAPHY DISCLAIMER
I understand and acknowledge that during my attendance at the DHI Fall Technical School, I may be photographed, videoed or otherwise recorded by the Door Safety and Security Professionals (“DHI”) and/or those designated by DHI. As a condition of my attendance at the DHI Fall Technical School, I agree to irrevocably grant to DHI, its assigns, licensees and successors the right to photograph, publish, record, broadcast, exhibit, digitize, display, copyright, license, transfer, reproduce, translate, modify, edit or otherwise use perpetually throughout the world, in all media now and hereafter known or devised, in whole or in part, my image, likeness, name, biographical information, actions, performance, voice, conversations, quotes and material spoken or otherwise provided by me (collectively, the “Material”) during my attendance at the DHI Fall Technical School. I also agree that DHI shall be the sole owner throughout the universe and in perpetuity of any and all rights in and to any and all works containing the Material, in whole or in part, for all purposes whatsoever and in any manner or media including, without limitation, printed works, videocassette, DVD, and computer online services. I shall have no rights or interest thereunder whatsoever.
ARCHITECTURAL HARDWARE CONSULTANT (AHC) – 2 DAYS:
Saturday, October 31 AND Sunday, November 1
Architectural Hardware Consultants (AHC) have advanced mechanical and electrified hardware product and code application knowledge and expertise, with an intermediate level of knowledge of doors and frames, along with the skills proficient to detail, estimate and project manage large and complex projects and existing facility renovations. They are proficient to write or edit CSI format specifications for mechanical and electrified hardware. They are trained to recognize builders’ hardware requirements for door openings in all types of public, commercial, industrial and institutional buildings.

CERTIFIED DOOR CONSULTANT (CDC) – 1 DAY, 2 SESSIONS:
Saturday, October 31 OR Sunday, November 1
Certified Door Consultants (CDC) have advanced door and frame product and code application knowledge and expertise, and skills proficient to detail and estimate doors and frames for large and complex projects and existing facility renovations. They are trained in the construction and application of standard and custom steel doors and frames, architectural wood doors and aluminum doors and frames. They are proficient to write or edit CSI format specifications for doors and frames.

ELECTRIFIED HARDWARE CONSULTANT (EHC) – 1 DAY, 2 SESSIONS:
Saturday, October 31 OR Sunday, November 1
Electrified Hardware Consultants (EHC) have advanced mechanical and electrified hardware product and code application knowledge and expertise, with an understanding of electronic access control systems. They specialize in the coordination of architectural door openings with the increased security needs of public buildings in today’s society.

DOOR + HARDWARE TECHNICIAN (DHT) – 1 DAY, 2 SESSIONS:
Saturday, October 31 OR Sunday, November 1
Door + Hardware Technicians (DHT) demonstrate the competence to provide product and code application, detailing, estimating, and project management skills on projects with an intermediate level of complexity of occupancy type. This is the first level of technical credential earned for technical competence to assist contractors and building owners with basic construction project issues. Earning the DHT credential is required to sit for the DHC exam.

DOOR + HARDWARE CONSULTANT (DHC) – 1 DAY, 2 SESSIONS:
Saturday, October 31 OR Sunday, November 1
Door + Hardware Consultants (DHC) have advanced product and code application knowledge and expertise, and skills proficient to detail, estimate and project manage large and complex projects and existing facility renovations. They are qualified to provide technical consultation to architects, contractors and building owners on the most complex building projects, but do not provide specification writing services. Applicants must have already earned the DHT to qualify to take the DHC.