

**Commander: Site Controller
VASC Classroom Certification**



**Registration Information
2019**

**CBE Center for Excellence
Camp Hill, Alabama**



Commander: Site Controller VASC Classroom Certification

GENERAL INFORMATION

The objective of this course is to enable service technicians to become certified on the Commander: Site Controller solution in order to complete new installations, warranty and repair work and perform software upgrades.

- Prior to registering for the Commander: Site Controller VASC Classroom Certification program students must have successfully completed the Commander: Site Controller VASC Pre-Course Certification. This packet will allow the user to register for the classroom certification only.
- The Commander: Site Controller Pre-Course may be registered for on Verifone's Premier Portal. The registration link is found under the Learn tab and Register for Training link. Alternatively, you may fill the packet manually and fax your request. The packet is located under Learn and Petro Training Information.
- The Commander: Site Controller VASC Pre-Course must be completed within 90 days of the VASC attending the classroom certification. Should a student not attend class within 120 days of completing the pre-course exam, the pre-course must be purchased again at full price and the student will need to pass the pre-course exam again prior to attending class.
- The Commander: Site Controller VASC Classroom Certification is 4 days in length; 3 days of classroom training and 1 day for the certification exam. Each day will include 2 short breaks and a lunch break.
- Concepts delivered in pre-course are expanded upon in class. As a result, students will need to study the pre-course materials heavily. It is expected that students know the pre-course material prior to attending class.
- All classes and documentation are in English.
- Cancellations made 15-30 days before class will result in the option to reschedule or the tuition will be credited to your account. **Cancellations (or rescheduling) made 14 days or less in advance of class date will result in forfeiture of tuition.**
- Please remember all expenses, including hotel, meals, and transportation are the responsibility of the attending student.
- After each day of school, it is the technician's responsibility to contact their supervisor or manager to discuss the day's events and practice test scores. If an instructor observes the technician is performing below the standard or if the instructor feels the school is beyond the technician's comprehension, the instructor has the right to call the supervisor or manager to advise the student discontinue the training.

REGISTRATION

To register for the Commander: Site Controller VASC Classroom Certification simply complete the Student Information Form and the Order Form and e-mail or fax to the CBE Training Center.

Registrations will be processed within 3 business days. An invoice will be generated and e-mailed to you by CBE, Inc. at the corporate e-mail address you provided on the Student Information Form. Payment of this invoice must be made to CBE, Inc. **no later than one week prior to class start.** Checks and credit cards (Visa or MasterCard only) are accepted. Payment by credit card will have a 3% card processing fee added. Payments not received by the first day of class will result in the student being sent back home.

A confirmation letter will be sent to the student and manager when the registration has been completed. Confirmation letters are only sent when the class has at least 4 students enrolled and will be e-mailed out at least two weeks prior to the scheduled class start date. Classes that do not meet the minimum number of students will

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be cancelled and any students that were scheduled to attend will be notified of the cancellations.

Travel arrangements should not be made until a confirmation letter has been received.

NOTE: Prior to registering for the Commander: Site Controller VASC Classroom Certification program students must have successfully completed the Commander Pre-Course Certification within the last 90 days.

REQUIRED Hardware

Minimum Hardware Requirements (Laptop Computer)

(Mac, tablet, Surface, Chromebook not supported)

- CPU – 2.0 GHz processor or higher (32-bit or 64-bit)
- External Mouse (strongly encouraged)
- 9-Pin serial port, **MALE** connection or adapter

NOTE: Many laptops are no longer manufactured with a 9-Pin serial port. Should this be the case there are several options, including:

- USB to Serial Converter
- PCMCIA Serial Card
- Express Card
- Memory – 2 GB minimum
- Available Disk Space – 3 GB minimum
- Audio/Sound card
- 1 Ethernet port
- 1 USB port

Students must have a correctly configured and working serial communications device PRIOR to attending Commander: Site Controller VASC Classroom Certification

REQUIRED Software

Please ensure the following programs have been installed on the student's laptop PRIOR to attending training. Zipped files simply copied to the laptop hard drive ARE NOT installed.

- Adobe Reader (latest version: <https://get.adobe.com/reader>)
- Internet Explorer, IE 8 or higher, or Edge Browser (required)
- Firefox (latest version)
- 7-zip File Utility (<https://www.7-zip.org/>)
- PuTTY (<https://www.putty.org/>)

Supported Operating Systems (32 or 64 bit):

- Windows 7 (SP 1 or later)
- Windows 8
- Windows 10

Note: The version used must be enterprise level, including Business, Pro, Enterprise, Ultimate. Only such versions have been tested and verified to work (no Media, home, starter, or student versions). Windows XP and Windows Vista are no longer supported.

Please ensure the student has downloaded and installed (unzipped) the most current copy of the VASC Service Manual.

NOTE: It is the responsibility of the attending technician to ensure the laptop is in good working order and functioning properly. This includes all software listed above and any peripheral equipment.

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What To Bring To Class

When students attend the Commander: Site Controller VASC Classroom Certification they **must** bring the following:

- Laptop
The laptop MUST conform to the above requirements and MUST have all the above listed programs fully installed and working PRIOR to attendance.

Commander: Site Controller VASC CLASSROOM CERTIFICATION SCHEDULE

Class Dates 2019	Registration Deadline
22-25 January 2019 FULL	1 December 2018
12-15 March 2019 FULL	1 February 2019
19-22 March 2019 FULL	1 February 2019
9-12 April 2019	1 March 2019
14-17 May 2019	1 April 2019
25-28 June 2019	1 May 2019
23-26 July 2019	1 June 2019
20-23 August 2019	1 July 2019
24-27 September 2019	1 August 2019
22-25 October 2019	1 September 2019
19-22 November 2019	1 October 2019
21-24 January 2020	1 December 2019
11-14 February 2020	3 January 2020

Registration deadlines are firm. Late registrations impact the ability of our housekeeping staff to ensure enough food has been purchased to cover all class members, especially if there are special dietary restrictions for students.

The above schedule is for the Commander: Site Controller VASC classroom certification schools taught at the CBE Training Center located at Camp Hill, Alabama.

The Commander: Site Controller VASC classroom certification will certify the technician on Commander (including RubyCi and Commander 16), Ruby2 and Topaz. It does not certify the technician on Ruby or Sapphire POS.

A complete listing of Commander: Site Controller VASC certification schools are located on Verifone's Premier Portal (<http://Premier.Verifone.com>), within the **Learn** section and the **Petro Training Information** link, you will find a link for "2019 Commander: Site Controller VASC School Schedule – Master List".

E-mail To: VASC_Training@cbe-inc.com or

Attn: Director of Training

Fax To: 334-420-4167

STUDENT INFORMATION FORM

Please use one form for each student

Date of School you wish to attend: _____

Student Information:

Name:

Phone:

E-mail Address:

Special Needs (dietary restrictions, bedding allergies, etc.) or Other Comments:

Company Information:

Name:

Street Address:

Phone:

City or Province:

State:

Zip:

Country:

Manager's Information:

Name:

Phone:

E-Mail Address:

Have questions about your registration?

Call our Training Center at: 334-323-5167 or e-mail us at: VASC_Training@cbe-inc.com.

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ORDER FORM

1. Please complete the **entire** form.
2. This order will be entered in accordance with the prices, terms, delivery method, and specifications listed below.

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
	999-PCS-40080	Commander: Site Controller VASC Classroom Certification Required for each student	\$1800.00	\$
	999-LDG-53	On-Site Cottage and Meals Per Person staying on campus (Monday night through Friday morning)	\$600.00	\$
	999-MEAL-53	Meals Only Per Person (Monday night through Friday Morning if not staying on campus)	\$80.00	\$
			Total:	\$

BILL TO:

Company:		
Street Address:		
City:	State:	Zip:
Phone:		
Purchase Order #:		
Date:		

An invoice will be generated and sent to you by CBE, Inc. Payment of this invoice must be made to CBE, Inc. **no later than one week prior to class start.** Checks are accepted. Credit cards are accepted for payment but will have a 3% card processing fee added. Payment must be received by CBE, Inc. in order to receive certification for any course.

Your signature below indicates your understanding and acceptance of these terms.

Order Authorized By (Signature Required): _____

