Training Department
Instructor-Led Training - Terms and Conditions

These terms and conditions apply to **<u>instructor-led</u>** training courses provided by the Syntech Systems Training Department, including, but not limited to:

- ASR Certification
- FuelMaster Fundamentals

Course descriptions, durations, and schedules can be found at https://learning.myfuelmaster.com. Please email the Training Department (training@myfuelmaster.com) with any questions.

COURSE REQUIREMENTS

- **Attendance is mandatory for the entirety of the course**. Virtual attendees should sign on to the Microsoft Teams meeting five minutes prior to the designated start times.
- Attendees must complete all required assignments. Certification requirements are noted on each course description.
- Virtual attendees only:
  - A **webcam** to aid in class engagement and to proctor the final exam.
  - **A microphone and speakers** for effective communication and engagement. If you do not have a microphone and/or speakers, a conference call number will be provided.
  - **Two monitors** (or two separate computers). One monitor for viewing presentation materials and the other for hands-on assignments in Syntech's virtual environment. *Please note: Touchpads or any other tablets are **<u>not</u>** supported for this training.*

Failure to adhere to course requirements may result in automatic withdrawal.