

FOR PHCC USE ONLY

Class Date: _____

Client: _____

Instructor: _____

In YM: _____



PRIVATE CLASS REQUEST FORM

PHCC is pleased to offer private classes. Please note that your private class request must meet the following criteria:

- All in-person classes must meet a class minimum of 20 attendees (class maximum of 45 for in-person) If you have less than 20 attendees, you will be charged for the minimum of 20. (Member pricing \$75/Non-Member \$95 for CE Classes)
- Online class minimum is 15 with a class maximum of 30. Online classes will be charged per attendee with a minimum of charge of 15 attendees. (Member pricing \$75/Non-Member \$95) All online classes are capped at 30 attendees.
- Companies are responsible for providing food/drink for in-person classes. Companies are also responsible for adhering to state/local mandates regarding social distancing requirements if applicable.
- Companies must be able to provide a list of attendees with license numbers (name, rank & license number) at least two days prior to class date. Failure to provide a list may result in delays in issuing class credit to the Plumbing Board.
- Any class cancellations or reschedule requests must be made in writing to PHCC at least one week prior to the class, otherwise the minimum attendee amount will be charged.
- Non-licensed employees are welcome to attend class but cannot be awarded credit and will be charged for attendance if issued a textbook.
- TSBPE license numbers must be submitted with the attendee list. A penalty fee will be added if PHCC-TX administrators have to locate these.

Class Details

Class type (choose one):

- In-Person Online via Zoom

Class (choose applicable class/classes)

- CE Only CE with MGRE

Online Class Requirements:

Attendees must have a device with audio and video capabilities. Each attendee must be able to be seen/heard on camera throughout the entire class. You may use a conference room or classroom setting with multiple attendees provided everyone can be seen/heard on camera throughout the entire class. Textbooks will be mailed to attendees prior to online CE classes. A digital version of the textbook will also be available.

Instructors:

PHCC offers qualified instructors that can provide class in-person or Online via Zoom. If you have an instructor preference, please list their name(s) where indicated. If you do not have a preference, please leave blank and we will assign an instructor to your class. Please note that while we will do our best to fulfill your request, classes are subject to instructor availability and we may not always be able to find an instructor to accommodate your request. Should this occur, we will notify you promptly and advise you of available public class options (in-person or online) that may work for you.

Instructor Preference 1

Instructor Preference 2

Class Dates:

Many of our instructors offer flexibility in their class schedules, often accommodating weekend or after-work hours. Please let us know below if you would prefer a weekday or weekend class.

- Weekday Weekend

Please provide at least 3 possible dates and times for your class. Please note that the CE class is six hours of state-mandated instruction time, plus time for lunch and breaks. You may also break the class into two separate days (within a 7-day period) if you prefer.

DATE	TIME
_____	_____
_____	_____
_____	_____

Contact Information:

Class Contact:

Name: _____
Email: _____
Phone: _____

Class Location/Address:

Billing Contact:

- Check here if same as above

Following the class, PHCC will email you the invoice. Payment is due upon receipt.

Name: _____
Email: _____
Phone: _____

- Method of payment: Check Credit Card

Upon completion of this form, please sign, date, and return to Cindy@phcc-tx.org. Your class will not be confirmed without this form on file.

Signature

Printed Name

Company

Date