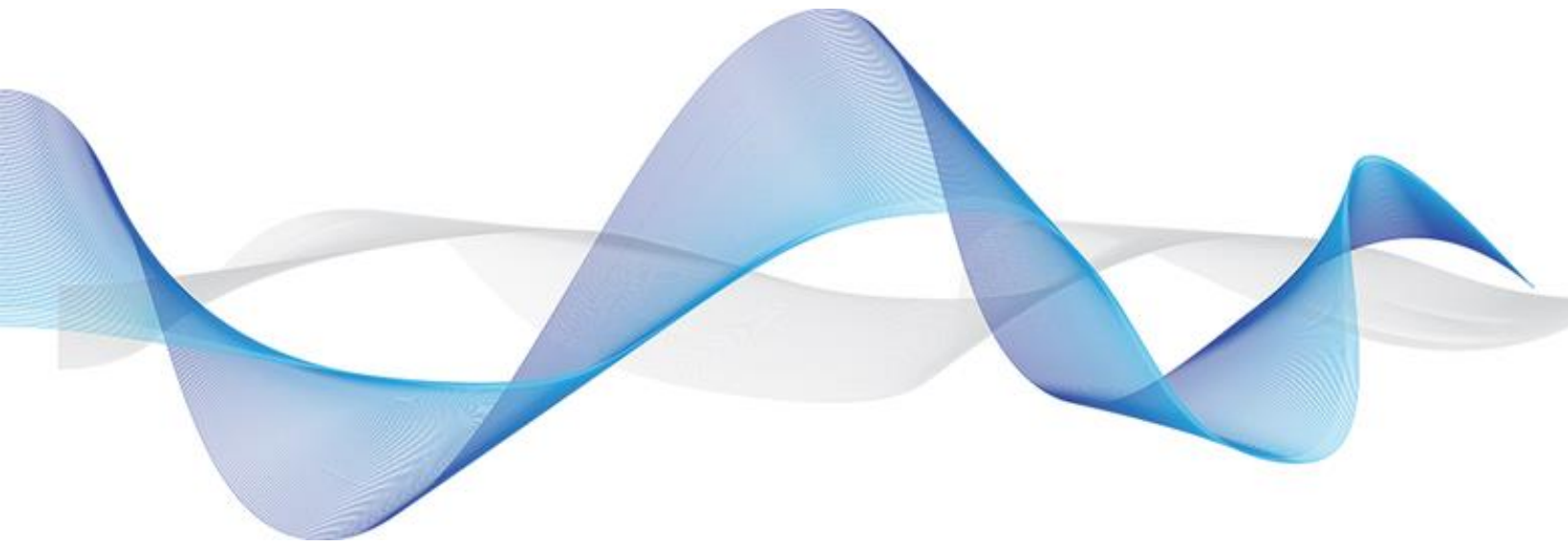


HME

®

HOSPITALITY & SPECIALTY
COMMUNICATIONS



WELCOME LETTER

Installer Certification Class

Welcome!

Thank you for your interest in becoming certified to install and service HME systems!

Our web-based, Installer Certification Class covers what you need to know to install HME's latest headset and timer systems. This training will take place over the course of 1 full business day and will include a live trainer, in-depth material, class discussions, tests and various activities throughout the day. Legacy products and advanced topics will be covered in class materials for your later review and as a field reference.

If you haven't already, you will be sent a link to the registration page by our Installation Department. Once you receive the link, follow the directions to register for the class. If you have any difficulties, please email the Training Team at trainingteam@hme.com well in advance of the training class. Support on the day of training is not guaranteed.

How do I register?

The steps to register for the class are very simple:

1. **Register.** Click the supplied link to register for the class and it will take you to the registration page. Enter in your information and double check to make sure it is correct. Our system will be sending you an automated email with all the pertinent details that you will need to know to join. Once you've verified your information is correct, click the "REGISTER" button.

You must register for the class within 24 hours of receiving the registration link to ensure your seat in the class is reserved as seat availability is limited.

Registration

GetGo, Inc. [US] | <https://attendee.gototraining.com/r/9150220...>

Please register for ' HME New Installer Training'

Sep Thu, Sep 14, 2017
9:00 AM - 4:00 PM PDT

14 Thu

[Change time zone](#)

*required field

* First Name Nick	* Last Name Wylie
* Email Address nwylie@hme.com	* Street Address 14110 Stowe Drive
* City Poway	* State/Province California
* Zip/Postal Code 92064	* Country United States
* Phone 858-535-8000	* Job Title External Service Leader
* Organization HME	

By clicking this button you submit your information to the training organizer, who will use it to communicate with you regarding this event and their other services.

REGISTER

2. **Add and download.** After you click the REGISTER button, you will be taken to a confirmation page. Click the “ADD TO CALENDAR” button to add this training to your schedule.

Then, notice the section called “Before the training”. This section will have all the materials you will need to download before the training.

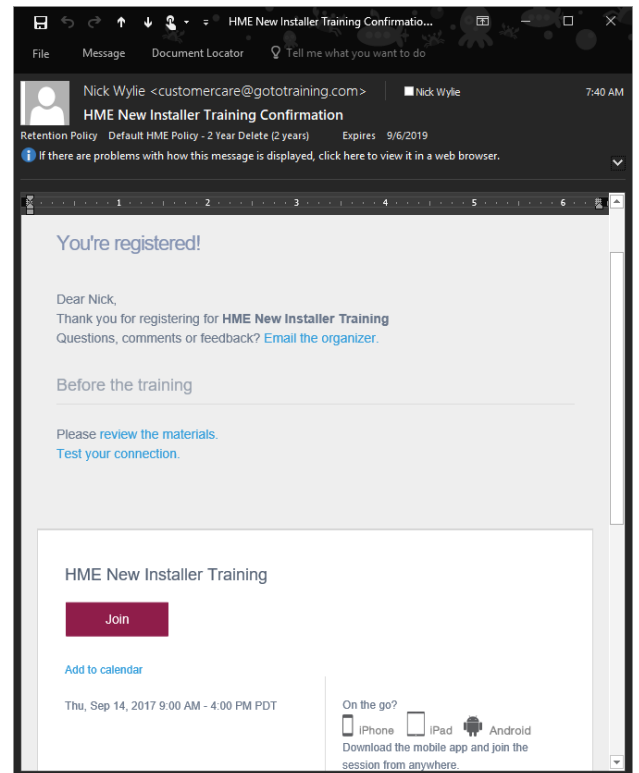
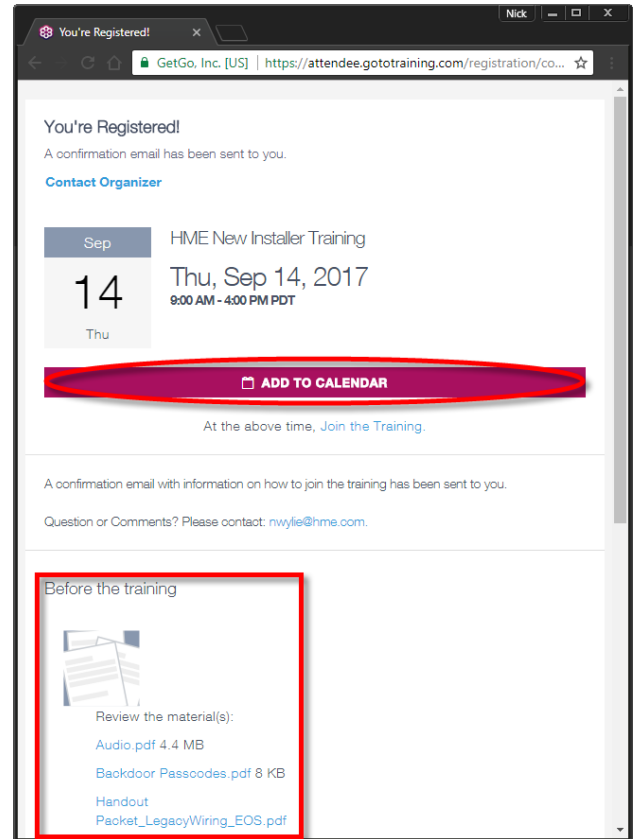
These documents, such as the presentation, will be critical to have on hand during the training and will ensure your success on the tests. We highly recommend printing the training presentation.

Take the time to review and study!

3. **Review and prepare.** The training system will send an automated email to you that will have information on how to join the training.

You can join from a PC, Mac, Web Browser, iOS device or Android using a broadband internet connection. Public WIFI may not give you the best results.

Whatever method you choose, make sure that your device is compatible, your internet connection is fast enough and your environment during the class is free from distractions as much as possible.



How do I become certified?


To be certified, you must meet the following requirements:

1. **Arrive.** The classroom will open 15 minutes before the scheduled training time to test your audio and video connections. Please use this time to make sure training will not be delayed for the other participants.
2. **Attend.** To know how to install and service an HME system, you need to be present for the full duration of the class.
3. **Participate.** There will be plenty of Q&A sessions, polls and activities throughout the training. Make sure to ask questions and take advantage of everything offered!
4. **Pass.** There is a total of 2 tests and you will have a total of 30 minutes to complete each one. You must get at least 70% correct on each test to pass. You only have one attempt to pass, so use all your notes and materials diligently! **For those that don't pass the final exam, they will need to reapply with the Installation Department and retake the next HME Certification Class.**

Once the course is complete, the trainer will review your attendance, participation and test results. Attendee information will be sent to our Installation Department. They will follow up with those that passed with their Tech ID number and HME Installer Portal login information. To check on the status of your approval, you may email techhelp@hme.com for more information.

We're looking forward to seeing you there! If you have any questions for the training team, please email trainingteam@hme.com and we will get in touch with you as soon as possible.

Kind regards,



Technical Trainer

HM Electronics