IMPORTANT ANNOUNCEMENT!!!!

NEW REGISTRATION PROCESS FOR CPCC IN-SERVICE TRAINING!!!!!!

EFFECTIVE JULY 15, 2010 WITH EXCEPTION OF ALL SPEED MEASURING INSTRUMENT TRAINING CLASSES, ALL REGISTRATIONS ARE NOW BEING TAKEN BY PHONE ONLY!!

To Register:

- **Call 704-330-4223** (Central Piedmont Customer Service)

- **ATTENTION ALL SPECIAL POLICE PERSONNEL:** You **must** have your credit card ready – payment is expected at time of registration. If you do not have access to a credit card and/or your department desires to be billed for your attendance, please explain to Customer Service when you call. You are not officially registered until payment has been received.

- All Officers will be asked to provide your SSN# and other agency information for registration. Your SSN# is used for your official Central Piedmont student record. This is the only method to retrieve your information if needed to show proof of course completion.

- Registrations need to be made at least 48 hours before the class begins

**NO FAX OR SCANNED Registrations** will be taken at this time.

Cancelations/Refunds:

- If a class is cancelled, you will be notified by email or phone, so please ensure that the information you provide to customer service is accurate.

- If you’re unable to attend your class due to work related issues AND YOU HAVE PAID THE TUITION, you will need to call Major Brown or Mary Ferracci (numbers below) in order for you to get a complete refund.

- Should a refund be necessary, it will be sent to the person registered for the class regardless of how the class was paid for. It will be your responsibility to get that money to the appropriate place.

As always, please feel free to call or email us directly if you have questions about our classes.

Major Brown: 704-330-4114 or patricia.brown@cpcc.edu
Mary Ferracci: 704-330-4117 or mary.ferracci@cpcc.edu