



ARC Training Class Registration Guidelines

PLAN AHEAD - Please register early to avoid problems

Register **before** the registration deadline shown on the schedule! Waiting until the last minute may significantly reduce your chances of getting your first choice for location. Please read and follow the instructions below:

- | | |
|---|--|
| C
H
E
C
K
L
I
S
T | <input type="checkbox"/> 1. <u>USE A SEPARATE REGISTRATION FORM FOR EACH STUDENT.</u>
<input type="checkbox"/> 2. Choose the class locations and dates you want to attend.
<input type="checkbox"/> 3. Fill out the registration form completely. Incomplete/unsigned forms will be returned to the sender.
<input type="checkbox"/> 4. CLEARLY PRINT or TYPE the information so that it can be read without difficulty. <u>NEATNESS COUNTS.</u> Your confirmation is sent via email to the address on the class application.
<input type="checkbox"/> 5. Fax your registration to the number listed on the application so that it is received at ARC <u>NOT LATER THAN</u> the registration deadline. Please make absolutely certain that you include the all information that is requested. |
|---|--|

- | | |
|---|--|
| I
M
P
O
R
T
A
N
T

I
N
F
O | <p>1. Training class size is limited. Registration priority is assigned as specified in Section 20 of the IAH.</p> <p>2. Class confirmation and hotel information are emailed out to you shortly after we receive your application. You should receive the email confirmation within 5 to 7 seven business days. If you don't receive the confirmation within approximately two (2) weeks after submission of your application, then call us and we will gladly resend your confirmation to you.</p> <p>3. Your confirmation letter will include all necessary documents for class registration. You must bring with you everything that the letter tells you to bring. If you don't, you may be <u>DENIED ENTRANCE</u> to the training and/or testing location. Save yourself the aggravation and bring everything with you that the letter specifies, including your picture ID.</p> <p>4. Class and testing begin <u>PROMPTLY</u> at <u>9:00 AM.</u> Allow yourself plenty of time to get to the location. If you are late, you <u>WILL BE DENIED ENTRANCE</u> to the class/test.</p> |
|---|--|



2008 ARC Training Schedule

For 2008, ARC training will be available as a four-day training and testing session on ARC Specialist and Area Settlement Plan Procedures. **The class size is limited to twenty students due to the on hands IAR training.**

Testing is also available to those individuals who do not wish to take the training portion of the session. **Please check the box for “ARC Specialist Test Only” under ARC Location and enter the city code and the test date for that class. Test-only spaces are expected to be very limited.**

Three-Day Class

- Documentation
- Sales Reporting Procedures
- IAR Training
- 9 AM through 4 PM **Monday through Wednesday**
- Cost to Attend - **\$525.00 if not affiliated with a valid ARC number or a pending application– Includes ARC Specialist Test**
- Class Code
- Registration & Sign-in is 8:30 to 9:00 **Monday**

Fourth Day Test

- ARC Specialist Test
- Registration & Sign-in is 8:30 to 9:00 AM **Thursday**
- Test Room Doors Closed at 9:00 AM
- Test Runs from 9 AM to 12 Noon (Finishing time is approximate)

DATE	CITY CODE	DEADLINE
February 25 – 28	WAS (Arlington, VA)	February 18, 2008
April 21 - 24	WAS (Arlington, VA)	April 14, 2008
May 19 - 22	WAS (Arlington, VA)	May 12, 2008
June 23 – 26	WAS (Arlington, VA)	June 16, 2008
July 28 – 31	WAS (Arlington, VA)	July 21, 2008
August 25 – 28	WAS (Arlington, VA)	August 18, 2008
September 29 – October 2	WAS (Arlington, VA)	September 22, 2008
November 3 - 6	WAS (Arlington, VA)	October 27, 2008
December 8 - 11	WAS (Arlington, VA)	December 1, 2008

NOTE: To register for class and/or testing, you need to download Form 21 from ARC's website at www.arccorp.com. **For immediate training, please visit www.arccorptraining.com for complete internet based training and testing.**



2008 ARC Training for On–Site Locations

ARC training is available at your office. On-site classes require a minimum of 20 agents from your office to attend the training. Contact ARC at 703-816-8523 for pricing details. On-site training is available as a three-day training and testing session on ARC Specialist and Area Settlement Plan Procedures.

Two-Day Class

- Documentation
- Sales Reporting Procedures
- IAR Training
- 9 AM through 5:00 PM **Wednesday and Thursday**
- Cost to Attend – **Contact Us for Pricing – Includes ARC Specialist Exam**
- Class Code
- Registration & Sign-in is 8:30 to 9:00 **Wednesday**

Third Day Test

- ARC Specialist Exam
- Registration & Sign-in is 8:30 to 9:00 AM **Friday**
- Test Room Doors Closed at 9:00 AM
- Test Runs from 9 AM to 12 Noon (Finishing time is approximate)