

## AAON Academy Registration Process

**Please read this document completely before filling out and sending in the Pre-Registration form.**

### Before you fill out the form:

- 1) All students must be sponsored by an AAON Sales Rep. No Exceptions.
- 2) Pre-Registration form must be sent to AAON by the Sales Rep.
- 3) AAON Academy classes are targeted to HVAC Technicians. We expect the students to have a basic knowledge of HVAC.
  - a. Sales personnel and Engineers from the AAON Rep office are welcome but the focus in class will be for the technician.
- 4) Some of the classes will require the student to work on energized HVAC units. Basic meter, gauge, and safety knowledge is mandatory.
  - a. All of the classes requiring work on an energized piece of equipment will require a safety course regardless of their company's safety procedures.
  - b. This safety course is short. It may be given in-class or online prior to attending class.
- 5) (NOTE: Due to demand, the cancellation policy and class signup dates will be strictly enforced.)**

### Registration Process:

- 1) Fill out Pre-Registration form
  - a. Please fill out electronically. Hand-written/scanned forms can cause inaccuracies and delays.
  - b. Please fill out a separate registration form for each student to be registered.**
- 2) Make sure to include all appropriate email addresses.
  - a. Double check the email addresses listed as they are our primary method of communication.
- 3) AAON Sales rep must send form to the email address listed on the form
  - a. Form cannot be sent in directly from contractor
- 4) We receive the form and verify information and class availability.
- 5) We will send out a confirmation email to all email addresses listed.
  - a. DO NOT MAKE TRAVEL ARRANGEMENTS UNTIL YOU RECEIVE A CONFIRMATION EMAIL**
- 6) Fill out questions at end of confirmation email and send it in to the email address listed no later than 2 weeks prior to class.
- 7) We will send a Welcome email the week before class. This is where your hotel confirmation number will be listed.

## Step 1) Class Schedule

**Choose (1) class per form:** (See Academy Information document for class descriptions)

(Class full if crossed out.)

| Tulsa, OK                       |                              |                          | Longview, TX                    |                            |                          |
|---------------------------------|------------------------------|--------------------------|---------------------------------|----------------------------|--------------------------|
| Class Name                      | Class Start Date             |                          | Class Name                      | Class Start Date           |                          |
| <del>Package Unit Startup</del> | <del>4/4/22 – 4/8/22</del>   | <input type="checkbox"/> | <del>Split System Startup</del> | <del>4/4/22 – 4/8/22</del> | <input type="checkbox"/> |
| <del>Package Unit Startup</del> | <del>4/18/22 – 4/22/22</del> | <input type="checkbox"/> | Split System Startup            | 4/25/22 – 4/29/22          | <input type="checkbox"/> |
| <del>Control 1</del>            | <del>4/25/22 – 4/29/22</del> | <input type="checkbox"/> | Split System Startup            | 5/9/22 – 5/13/22           | <input type="checkbox"/> |
| <del>Package Unit Startup</del> | <del>5/2/22 – 5/6/22</del>   | <input type="checkbox"/> | Split System Startup            | 5/23/22 – 5/27/22          | <input type="checkbox"/> |
| <del>Package Unit Startup</del> | <del>5/23/22 – 5/27/22</del> | <input type="checkbox"/> | Split System Startup            | 6/6/22 – 6/10/22           | <input type="checkbox"/> |
| <del>Control 1</del>            | <del>6/6/22 – 6/10/22</del>  | <input type="checkbox"/> |                                 |                            |                          |
| <del>Control 1</del>            | <del>6/13/22 – 6/17/22</del> | <input type="checkbox"/> |                                 |                            |                          |
| <del>Package Unit Startup</del> | <del>6/20/22 – 6/24/22</del> | <input type="checkbox"/> |                                 |                            |                          |
|                                 |                              | <input type="checkbox"/> |                                 |                            |                          |

## Step 2) Student Information

Notes:

- Items with a \* are required
- “Additional Email” is for an additional contact that should receive all correspondence

|                                   |  |
|-----------------------------------|--|
| Student Name*                     |  |
| Student Email*                    |  |
| Student Cell #*                   |  |
| Company Name*                     |  |
| Company Address*                  |  |
| Company City, State, Zip*         |  |
| Additional Contact Email          |  |
| Years HVAC Experience *           |  |
| Years AAON Equipment Experience * |  |

## Step 3) Rep Information

|  |  |
|--|--|
| Sales Rep Name *                         |  |
| Sales Rep Email *                        |  |
| AAON Rep Company Name *                  |  |
| Branch ( * if multiple office locations) |  |
| Additional Contact Name                  |  |
| Additional Contact Email                 |  |

## Step 4) Send Form

- If Contractor:
  - Send this form to your AAON Sales rep
- If Rep:
  - Send form to [AAON.Academy@AAON.com](mailto:AAON.Academy@AAON.com)