

2010 Product Training General Information

All Allison courses must be scheduled through the E-Learn system after the individual registers at www.allisonelearn.com. Prerequisite Web Based Training is required before enrollment in Instructor Led Training for all classes except “All Products Familiarization and Troubleshooting”.

1. Register at allisonelearn.com. All Participants must have their own Email address. You will need to know your Service Location ID number. Please call Connie Brown at (360) 887-7479 to obtain your location ID number.
2. You will be assigned a “training path” based on your request.
3. Log on to elearn.com and click on your training path. You will see a number of course modules that make up your training path. All Web Based Training (WBT) modules must be completed before you can enroll in the Instructor Led Training (ILT).
4. After all WBT is completed, enroll in the Instructor Led Training course through Elearn.

Applications for DDC training will be accepted on a “first-come/first-served” basis; early enrollment is encouraged. Please submit your applications showing your first, second, and third choice of dates. You are invited to enroll in as many classes as you wish, but please fill out a separate application for each student and class. **The training department will send you a confirmation if you are scheduled for a class.** If you do not see a published date for a specific class you require, please contact Connie Brown at (360) 887-7479.

Classes will be conducted Monday through Friday beginning at 8:00 AM and ending at 4:00 PM with a one-hour lunch break. **Look for the starting date and location of a specific class on the attached schedule.** Wear appropriate clothing. We will provide all tools for the class. Students attending Basic Electricity are encouraged to bring their own meters and accessories. **DDDL students are encouraged to bring their laptops. It is always helpful if the manager provides a copy of this page to the student.**

Cancellations made less than five working days prior to the class date are subject to 50% of the class fee. Earlier cancellations will receive a full refund. **Pacific Power Products reserves the right to cancel or reschedule any class.** Manuals, catalogs, and service bulletins are included at no additional charge.

Pacific Power Products offers custom classes tailored to meet your needs. Note: All off site training for custom classes will incur a \$900.00 per travel day cost due to lost revenue normally received from onsite training. Call to discuss your requirements.

You are responsible for lodging, transportation, and meals. We can furnish you with names and phone numbers of accommodations in the immediate area upon request. For this, and any other information, contact: Connie Brown at (360) 887-7479 or contact us on our website at www.pacificdda.com.