





## **CUSTOMIZED TRAINING CENTER**

1601 Jefferson Street, Alexandria, MN 56308

1-888-234-1313 320-762-4510

[www.alextech.edu/CustomizedTraining](http://www.alextech.edu/CustomizedTraining)

### **Contact Information**

**Mail** Alexandria Technical & Community College, 1601 Jefferson Street, Alexandria, MN 56308  
**Fax** 320-762-4634  
**Phone** 320-762-4510  
**Toll Free** 1-888-234-1313

### **Racial/Ethnic Origin Descriptions**

**American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South American (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

**Black or African American** - A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture.

**Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **Accommodations**

*If you need a reasonable accommodation for a disability (e.g., wheelchair accessibility, interpreter, audio tape, or large print materials, alternative format), such an accommodation can be made available upon advance request. Please contact Customized Training at 320-762-4510 as soon as possible.*

**Minnesota Relay Service 1-800-627-3529**

### **Policy**

*Alexandria Technical & Community College is committed to providing equal education/employment opportunities to all persons and does not discriminate on the basis of race, religion, creed, color, national origin, gender, ancestry, sexual orientation, age, marital status, disability, reliance on public assistance or against any other recognized protected class.*

**Email Addresses** - Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

**Cancellations** - Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

**Missed Classes** - Refunds will not be issued for any missed class, full class fees are due.

**Late Arrivals** - ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

**No Shows** - A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

**Weather-Related Information 320-762-4400**

**After you register...** you can assume that you are enrolled. Written confirmation will be sent to you a week before class. If a class is cancelled, you will be contacted by phone, mail, or email. Alexandria Technical & Community College reserves the right to cancel courses due to unforeseen circumstances (a full refund will be granted).

**Thank you for your registration and enjoy your class!**