



**TRAINING  
REGISTRATION  
FORM**

## HVAC Fundamentals: Understanding Commercial Systems & Troubleshooting of Common HVAC/IAQ Issues

Compliance Environmental International, Inc. (CEI) and Leach Wallace Associates are pleased to announce their partnership in providing this one-day course, designed to educate individuals who must consider HVAC systems during their course of business and attain a basic understanding of how HVAC systems operate and run. In addition, the course will focus on common problems associated with HVAC systems and how to assess and troubleshoot these issues. The course will address:

- Basic Terminology
- Review of the Design & Construction Process
- Introduction to Codes and Standards
- Introduction to HVAC Systems and Principles
  - Sources of Heating and Cooling
  - Review of Common Commercial HVAC Systems
  - Basic HVAC Control Systems
  - Systems Comparison
  - HVAC Performance Concerns
- Associated Costs
- Commissioning
- IAQ Concerns
- Common HVAC System Failures
- HVAC System Documentation

**Leach Wallace Associates, Inc.** is a consulting engineering firm headquartered in Elkridge, Maryland with branch offices in York, Pennsylvania and Charlotte, North Carolina. The firm was established in 1990 with the purpose of providing comprehensive mechanical, electrical, and energy systems engineering design services for healthcare, institutional, commercial, industrial and governmental clients. [www.leachwallace.com](http://www.leachwallace.com)

**Compliance Environmental International, Inc. (CEI)** is a full-service industrial hygiene and environmental consulting firm located in Baltimore (Glen Burnie), Maryland. Founded in 1993, CEI provides a multitude of industrial hygiene, environmental and occupational compliance services to a broad client base made up of healthcare, governmental, institutional, and commercial facilities. [www.ceiinc.com](http://www.ceiinc.com)

**\*This course has been awarded the following Continuing Education Credits:**

- **American Institute of Architects (AIA)** – 8 AIA/CES Credits
- **American Board of Industrial Hygienists (ABIH)** - 1.34 Industrial Hygiene CM points
- **American Council for Accredited Certification (ACAC)** - 8 Recertification Credits (RC)

**Cost: \$299.00/person**

**Upcoming Course Date:**

- March 22, 2012
- June 28, 2012

**Trainings will be held in CEI's  
Training Facility located at:**

509B McCormick Dr., Suite Q  
Glen Burnie, MD 21061

**Registration Options:**

- 1) Return this completed form by fax: (410) 766-0224; mail: CEI, PO Box 100, Glen Burnie MD 21060, or e-mail: [info@ceiinc.com](mailto:info@ceiinc.com)
- 2) Register online: <http://www.ceiinc.com/CEIINConlinetrainingregistrationform2010-r.htm>

**REGISTRATION AND PAYMENT INFORMATION**

Name/Title		Total Fee	
Additional Name		MC/Visa #	
Company		Cardholder	
Address		Card Exp. Date	
City/State/Zip		Cardholder Sig.	
Tel		3 digit security code	
Fax		Card Address	
Email		City/State/Zip	

**\*\*For more information, call (800) 211-0933, (410) 766-0222 or visit <http://www.ceiinc.com>**

**Refund Policy:** Full refunds are available when cancellations are made at least 3 business days prior to the scheduled training course. Cancellations made within 2 business days of the training course will receive a 50% refund. Full credit for future courses is also available for cancellations up to 2 business days prior. No refunds will be provided to those who cancel within 2 business days of the training course. CEI reserves the right to cancel any of the courses due to insufficient registration