



To: Authorized Service Center and Independent Service Center Partners

Beginning with all 3M Scott Fire & Safety training classes scheduled in January 2020, we will charge a training class registration fee of \$500.00 USD for each Authorized Service Center (ASC) employee registering for any SCBA or Compressor training class. Each service center employee will register for classes following the current process, however registrations will not be approved until we receive a Purchase Order from the business partner that is requesting training.

Please send your PO attachment to Scotttechsupport@mmm.com . Your PO should reference item TRNCOMP at \$500.00 USD per employee registering and include the Training Class description, location and start date.

(Existing Technicians that are certified with both an ASC and an In-House Repair Center (Dual Certifications) must attend training through the ASC requirements.)

Cancellation/ No Show Policy for Technician Certification Training

To be eligible for a refund after cancelling a reservation, you must notify 3M Scott at least three weeks (15 or more business days) prior to the first day of class. The fees will not be refunded in the case of late cancellations or no shows. We understand that there are times when you must reschedule or cancel a training class registration due to changes in schedules or other priorities. However, a late cancellation or a no-show may prevent another technician from participating in the training. Conversely, the situation may arise when another technician fails to cancel their registration, we would then be unable to schedule another employee for training due to a seemingly “full” training class.

Regards,

Keith Shaffer

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