



# HUNTON LEARNING CENTER *CLASS CATALOG*



For questions or information please contact

***Lee Anne Simmons***

E-mail: [training@huntongroup.com](mailto:training@huntongroup.com)

Direct: 832-747-2010

16335 Central Green Blvd.

Houston, TX 77032

[www.HuntonDistribution.com/Training](http://www.HuntonDistribution.com/Training)

Main: 281-486-8661



## EDUCATION IS THE KEY TO THE FUTURE

Hunton Distribution and Trane are committed to supporting our industry with a continually improving and expanding our educational program. This is why we have developed the Hunton Learning Center in Houston for you.

Our goal is to provide training that supports the career and business goals of our customers and prepares today's professionals for tomorrow's challenges.

In order to meet the professional needs of our customers, we offer year round training in technical and business skills geared to benefit any dealer, contractor technician, owner or service manager.

### Training Guarantee

We want you to be satisfied with your training experience from the Hunton Learning Center. So, our guarantee to you is this – if you are dissatisfied with your training experience and need to repeat a course, you can do so with no additional cost.

#### Training Satisfaction Guarantee Guidelines:

- You must enroll in the course the next time it is offered.
- You will reuse the training materials that were provided in the original training.
- You will receive updated materials.

### Customized Training

For our Trane dealers, we offer customized training on our products, time permitting. This customized training can be a course that we have offered in the past or training that is specific to your company needs.

We can schedule the customized training at our Learning Center or at your location, but we do require a minimum number of participants.

Please contact us for more information. Hunton is dedicated to constantly finding ways to improve our training program. Your suggestions are always welcomed and encouraged.

### Cancellation Policy

In order to continue to support quality education we expect that a customer will attend when they register for training. We order our training materials, reserve our training room, and provide refreshments based on course registration. You must cancel at least 48 hours prior to the scheduled class start time or you will forfeit your total tuition for that course.

**Trane Comfort Specialists** must cancel at least 48 hours prior to the scheduled class start time or they will be charged the **full class tuition**. Not all classes are tuition exempt. Check the schedule or contact us for more information.

Cancellation is only official by email. **Do not call** with your cancellation notice. You may substitute one person for another on the day of training during or prior to the registration process.

In cases where the class is full, no one will be allowed to register unless there is a cancellation or no-show.

## Course Level

The term **Course Level** is used as a guide for those determining whether they should participate in a technical course.

**Beginner/Apprentice Level** courses are designed for those that are just learning the HVAC trade and have little or no experience. The information will be elementary in nature, and it is assumed the participant has no knowledge of the subject matter.

**Intermediate Level** courses are designed for the experienced technician with one or two years of field and technician training. At this level the technician should know how to charge equipment and have moderate troubleshooting skills.

**Advanced Level** courses are designed for the technician with more than two years of field, technician, and supervisory experience. This level can be handled by mechanical engineers with HVAC experience. At this level the engineer or technician should have superior troubleshooting skills and be able to share information with supervised employees.

## Course Location

We conduct training in Houston, Texas. Check the course schedule to be certain of the training location. ***Not all training classes are offered at all locations.*** Training locations are subject to change, but will be held in the same city in which it was scheduled.

## NATE Continuing Education Credit and Professional Development Hours

When you see the North American Technician Excellence (NATE) logo, you will receive NATE Continuing Education Hours for taking the class. Please ask for the NATE form to sign up for the continuing education hours.



## Hunton Learning Center & Contacts

### **Learning Center Location:**

16335 Central Green Blvd.  
Houston, TX 77032

### **Houston Contact:**

Lee Anne Simmons

E-mail: [training@huntongroup.com](mailto:training@huntongroup.com)

Direct: 832-747-2010

Website: [www.HuntonDistribution.com/Training](http://www.HuntonDistribution.com/Training)

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Registration forms are available on our website:

Register online: <https://bit.ly/HuntonTraining>

A Registration form is also available at the back of this catalog.

**\*\*\* Please see CLASS SCHEDULE for current training dates and times. \*\*\***

## NATE CONTINUING EDUCATION HOURS COURSE CREDITS

NATE has approved many of the courses offered by Hunton Distribution for CEH credit. These hours can be used for technician re-certification.

When a NATE certified technician attends one of these classes, he/she will sign an attendance form, which is then submitted to NATE. Upon receipt of the form, NATE will verify the individual's NATE ID and log the credit hours on that person's record. All that the technician needs is their NATE ID number. Their NATE ID number can be found on their wallet card and on the certificate mailed to their address of record. Technicians can find their applied CEH hours on the NATE website at [www.natex.org](http://www.natex.org) by following the prompts on the "Technicians and Certifications" tab.



### The Hunton Distribution courses approved by NATE and the hours applied are listed below:

The abbreviation across the top are broken down by specialty and level of certification.

Course ID	Course Name	AC	AD	HP	GS	OL	HG	HO	RL	RC	EA	AC	AD	HP	GS	OL	HG	HO	RL	RC
		SV	SV	SV	SV	SV	SV	SV	SV	SV	SN	IN	IN	IN	IN	IN	IN	IN	IN	IN
<a href="#">1540-0001</a>	Airflow and Duct Design	7	7	7	7	0	0	0	0	0	7	7	7	7	7	0	0	0	0	0
<a href="#">1540-0002</a>	Communicating Systems	7	0	7	7	0	0	0	0	0	7	0	7	7	0	0	0	0	0	0
<a href="#">1540-0003</a>	Cooling Update & Trouble-shooting	7	0	7	0	0	0	0	0	0	7	0	7	0	0	0	0	0	0	0
<a href="#">1540-0004</a>	Fundamentals of Schematic Reading	6	0	6	6	0	0	0	0	6	6	0	6	6	0	0	0	0	0	0
<a href="#">1540-0005</a>	R-410A Certification and Service Procedures	4	0	4	0	0	0	0	0	0	4	0	4	0	0	0	0	0	0	0
<a href="#">1540-0006</a>	Advanced Heat Pump Operations and Services	7	7	7	0	0	0	0	0	7	7	7	7	0	0	0	0	0	0	0
<a href="#">1540-0007</a>	Advanced Gas Furnace Operations and Services	0	7	0	7	0	0	0	0	7	0	7	0	7	0	0	0	0	0	0
<a href="#">1540-0009</a>	Residential Load Calculation/ Equipment Selection	7	7	7	7	0	0	0	0	7	0	0	0	0	0	0	0	0	0	0
<a href="#">1540-0010</a>	Light Commercial Rooftop Operation and Service	7	7	7	7	0	0	0	0	7	7	7	7	7	0	0	0	0	0	0
<a href="#">1540-0012</a>	Hyperion Air Handler and XB300	7	7	7	7	0	0	0	0	7	7	7	7	7	0	0	0	0	0	0
<a href="#">1540-0013</a>	Zoning Training	7	7	7	7	0	0	0	0	7	7	7	7	7	0	0	0	0	0	0
<a href="#">1540-0014</a>	Connected Home Solutions	7	7	7	7	0	0	0	0	7	7	7	7	7	0	0	0	0	0	0
<a href="#">1540-0015</a>	Mini Split	7	0	7	0	0	0	0	0	0	7	0	7	0	0	0	0	0	0	0
<a href="#">1540-0016</a>	Variable Speed	7	7	7	0	0	0	0	0	7	7	7	7	0	0	0	0	0	0	0
<a href="#">1540-0017</a>	Trane Link Communications	7	0	7	7	0	0	0	0	0	7	0	7	7	0	0	0	0	0	0

### The abbreviations for specialties are as follows:

AC = Air Conditioning                      HG= Hydronics (Gas)  
 AD = Air Distribution                      HO = Hydronics (Oil)  
 HP = Heat Pump                              RL = Refrigeration (Light Commercial)  
 GS = Gas Heating                            RC = Refrigeration (Commercial)  
 OL = Oil    EA = Efficiency Analyst

IN = Installer                      SV = Service Level                      SN = Senior

## TECHNICAL COURSES - HOUSTON

### A2L / R-454B Refrigerants

<b>Cost:</b>	\$25.00 (TCS exempt) Breakfast Included
<b>Location:</b>	<b>Hunton Learning Center</b> See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
<b>Benefits:</b>	A2L introduction, what's changing, fractionation, mitigation, new equipment, and what's coming.
<b>Materials:</b>	Handout materials
<b>Who should attend:</b>	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

**Course Level:** Beginner to Advanced

### Air Handlers

<b>Cost:</b>	\$70 (TCS Exempt) Breakfast and Lunch Included
<b>Location:</b>	<b>Hunton Learning Center</b> See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
<b>Benefits:</b>	Overview designed to familiarize technicians with conventional air handlers and Hyperion air handlers (variable speed and communicating).
<b>Materials:</b>	Handout Materials
<b>Who should attend:</b>	Owners, Service Managers, Technicians

**Course Level:** Beginner to Advanced



## TECHNICAL COURSES - HOUSTON

### Airflow and Duct Design



- Cost:** \$135 (TCS & Non-TCS Dealers)  
Breakfast and Lunch Included
- Location:** **Hunton Learning Center**  
See Schedule for location, date, & times  
*\*Note:* Tuesday classes are at our Dixie Farm Rd location
- Benefits:** In this interactive class, you will begin with a short review of air flow fundamentals and quickly move to duct design problems and solutions. You will begin using what you've learned immediately in field applications.
- Materials:** Handout materials. Includes ACCA Duct Calculator.
- Who should attend:** Owners, Service Managers, Technicians

**Course Level:** Beginner to Advanced

### Cooling Update



- Cost:** \$70.00 (TCS exempt)  
Breakfast and Lunch Included
- Location:** **Hunton Learning Center**  
See Schedule for location, date, & times  
*\*Note:* Tuesday classes are at our Dixie Farm Rd location
- Benefits:** Cooling systems refresher course designed as an overview of Spring and Summer service requirements. Trane component training with an emphasis on refrigerant side operations and troubleshooting exercises.
- Materials:** Handout Materials
- Who should attend:** Owners, Service Managers, Technicians

**Course Level:** Beginner to Advanced

## TECHNICAL COURSES - HOUSTON

### Gas Furnace Review and Troubleshooting



<b>Cost:</b>	\$75.00 (TCS exempt) Breakfast and Lunch Included
<b>Location:</b>	<b>Hunton Learning Center</b> See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
<b>Benefits:</b>	Learn how to set up and troubleshoot S9V2 furnace and S8V2 app set-up in 24V mode. Understand sequence of operation of gas furnaces, how to set gas pressures, determine micro-amps on flame sensors, etc.
<b>Materials:</b>	Handout materials and KIT07611
<b>Who should attend:</b>	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

**Course Level:** Intermediate to Advanced

### Trane Light Commercial Symbio



<b>Cost:</b>	\$95.00 (TCS Exempt) Breakfast and Lunch Included
<b>Location:</b>	<b>Hunton Learning Center</b> See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
<b>Benefits:</b>	Service procedures and diagnostics of Symbio 700 controls & Symbio modules, VFD set-up and troubleshooting.
<b>Materials:</b>	Manuals and handout materials.
<b>Who should attend:</b>	Owners, Service Managers, Technicians

**Course Level:** Advanced



## TECHNICAL COURSES - HOUSTON

### XV18 & XV20 Variable Speed, CL II, and Link



<b>Cost:</b>	\$85.00 (TCS Exempt) Breakfast and Lunch Included
<b>Location:</b>	<b>Hunton Learning Center</b> See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
<b>Benefits:</b>	Comprehensive overview of the variable speed system, emphasis on application, installation, and troubleshooting.
<b>Materials:</b>	Manuals and Handout Materials.
<b>Who should attend:</b>	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel.

**Course Level:** Intermediate to Advanced

### Trane Zoning, CL II, and Link



<b>Cost:</b>	\$70.00 (TCS exempt) Breakfast and Lunch Included
<b>Location:</b>	<b>Hunton Learning Center</b> See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
<b>Benefits:</b>	Introduction to ComfortLink II zoning. Includes zoning application, installation, wiring, and troubleshooting. Discuss differences between CL II 1050 & TLink 360. Course is very technically oriented.
<b>Materials:</b>	Handout materials. Optional for purchase: Zoning Application 950 / 1050 / Link Zoning = \$25 each
<b>Who should attend:</b>	Technicians, Installers, Service and Sales Personnel

**Course Level:** Intermediate to Advanced

## TECHNICAL COURSES - HOUSTON

### Trane/Mitsubishi NV & P Series Mini Split



- Cost:** \$85.00 (TCS Exempt)  
Breakfast and Lunch Included
- Location:** Hunton Learning Center  
See Schedule for location, date, & times  
**\*Note:** Tuesday classes are at our Dixie Farm Rd location
- Benefits:** Preventative maintenance, technology and operation, functional overview and troubleshooting.
- Materials:** Manuals and Handout materials.
- Who should attend:** Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

**Course Level:** Intermediate to Advanced

### NV & P Series Mini Split 2-Day Class



- Cost:** \$225.00 (TCS & Non-TCS Dealers)  
Breakfast and Lunch Included
- Location:** **Mitsubishi Training Center**  
14521 Old Katy Road  
Katy, TX 77079
- Benefits:** This course provides in-depth discussion and reinforcement of the M- and P-Series system installation process. Participants gain hands-on experience with system controller operation and set-up as well as analyzing diagnostic feedback from indoor units. The course also focuses on the serviced and troubleshooting of M- and P-series systems. Instruction details the operational sequence of both electrical and refrigerant circuits. The resources and techniques to troubleshoot M- and P-series systems are discussed and reinforced with practical hands-on exercises.
- Materials:** Technical Manuals and handout materials
- Who should attend:** Installers & Service Technicians.

**Course Level:** Advanced

## SALES AND FINANCIAL COURSES - HOUSTON

### Boot Camp

<b>Location:</b>	<b>Hunton Learning Center</b> 16335 Central Green Blvd. Houston, TX 77032
<b>Benefits:</b>	4-day class. Breakfast & Lunch provided. Instructed by: No Pressure Selling. You will learn how to sell top-of-line Trane replacement systems without high pressure, arm twisting, or tricky manipulation. This class teaches sales professionals to use a customer-friendly sales process that focuses on closing more premium sales. The step-by-step process you will learn is easy, but you cannot get it from a book. <i>*Talk to your territory manager about the earn back program on the cost of this class.*</i>
<b>Who should attend:</b>	Owners, RSPs, Selling Managers <b>If you are interested in this class, please talk with your Territory Manager about registration and class availability.</b>

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### Boot Camp Tune-up

<b>Location:</b>	<b>Hunton Learning Center</b> 16335 Central Green Blvd. Houston, TX 77032
<b>Benefits:</b>	2-day refresher class. Breakfast & Lunch provided. Instructed by: No Pressure Selling. For personnel who have attended the 4-day Boot Camp within the last two years. Will be verified upon registration.
<b>Who should attend:</b>	Owners, RSPs, Selling Managers <b>If you are interested in this class, please talk with your Territory Manager about registration and class availability.</b>

## SALES AND FINANCIAL COURSES - HOUSTON

### Don't Sell... C.A.R.E.

**Location:** **Hunton Learning Center**  
16335 Central Green Blvd.  
Houston, TX 77032

**Benefits:** 3-day class. Breakfast and Lunch provided.  
Day 1: Owners, Service Managers, Dispatchers only  
Day 2-3: Technicians only.

Taught by No Pressure Selling. When you follow the C.A.R.E. process, you aren't selling – you're using new tools to troubleshoot comfort problems. Just follow a formula that makes the customer's idea and closing the sale the natural conclusion.

**Who should attend:** Dispatchers, Service Managers, Installation Managers, Sales Managers, Comfort Specialist Representatives, Territory Managers and Service and Selling Technicians  
**If you are interested in this class, please talk with your Territory Manager about registration and class availability.**

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### Ductless Comfort Strategies

**Location:** **Hunton Learning Center**  
16335 Central Green Blvd.  
Houston, TX 77032

**Benefits:** 2-day class. Breakfast and Lunch provided. Instructed by: No Pressure Selling. There are comfort problems in a significant percentage of houses that can best be solved by a ductless comfort system. Learn how to stay busy year-round installing ductless comfort for people who already know and trust you. No ductwork, no problem. All you need is a three-inch opening for the control wires and refrigerant lines. Long refrigerant line runs, no problem. The ability to improve comfort almost anywhere, no problem.

**Who should attend:** Owners, Comfort Consultants, Technicians, Sales Managers, CSRs, and Territory Managers.  
**If you are interested in this class, please talk with your Territory Manager about registration and class availability.**

## SALES AND FINANCIAL COURSES - HOUSTON

### Pillars of HVAC Success: Becoming a Change Agent

<b>Location:</b>	<b>Hunton Learning Center</b> 16335 Central Green Blvd. Houston, TX 77032
<b>Benefits:</b>	2-day class. Breakfast and Lunch provided. Instructed by BDR. The workshop will show you the foundational building blocks for running a successful HVAC business and how to implement them. The class will delve into pricing, break even, gross profit per man day, flat rate, dispatching, etc. including priming your business for growth. <i>*BDR – Business Development Resources.</i>
<b>Who should attend:</b>	Owners, General Managers, and Service Managers. <b>If you are interested in this class, please talk with your Territory Manager about registration and class availability.</b>

### Wall 1: 6 Steps to \$3 Million+ in Revenue

<b>Location:</b>	<b>Hunton Learning Center</b> 16335 Central Green Blvd. Houston, TX 77032
<b>Benefits:</b>	2-day class. Breakfast and Lunch provided. Instructed by BDR. This class will help attendees learn the key strategies and business structure that any company needs to grow from \$1 million to \$3 million+ and increase their profit immensely. Dealers will learn with a plan for lead generation, accessory sales, service profitability, and high efficiency equipment sales that can be implemented immediately. Most dealers have in place all the resources and critical mass to achieve this and do not have to reinvent their company to do it. <i>*BDR – Business Development Resources.</i>
<b>Who should attend:</b>	Owners, General Managers, and Service Managers. <b>If you are interested in this class, please talk with your Territory Manager about registration and class availability.</b>

## SALES AND FINANCIAL COURSES - HOUSTON

### Retail Finance with Steve Johnson - Trane Regional Finance Manager

**Location:** **Hunton Learning Center**  
16335 Central Green Blvd.  
Houston, TX 77032

**Benefits:** Why Offer Financing? Consumer realities and facts. Benefits to the Dealer and Consumer. Selling Tips / Best Practices. Wells Fargo Consumer Finance Program / Credit Plans. Managing the Cost of Financing. Easy to use finance process – beginning to end. The paperless process (Credit Connect) or Manual Process. Getting Paid for the Job.

The instructor, Steve Johnson, is the Regional Finance Manager for Trane and Ingersoll Rand. He's managed the Trane/Wells Fargo consumer financing program and the Trane Ingersoll Rand commercial leasing programs for 7 years. He has over 20 years of experience in the financial services industry serving in different capacities.

**Who should attend:** Owners, Retail Sales Professionals, Selling Technicians, Office Staff assisting with Financing.  
**If you are interested in this class, please talk with your Territory Manager about registration and class availability.**

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### Digital Advertising for Trane Dealers

**Location:** **Hunton Learning Center**  
16335 Central Green Blvd.  
Houston, TX 77032

**Benefits:** Learn how to effectively market your company, and its services via digital media including websites, search engine optimization, search engine marketing, re-targeting, pay per click advertising, Facebook, and Twitter.

**Who should attend:** Owners, General Managers, and Service Managers.  
**If you are interested in this class, please talk with your Territory Manager about registration and class availability.**

## Your Field Service Representative Team & Hunton Learning Center Instructors

### **ANGELO CILIÉ - Field Service Representative (FSR) Manager**

**Central Green Location - Houston, Texas**

Angelo has been with Hunton for over 20 years and has over thirty years of local and international experience in the HVAC/R industry, having worked as a service manager in Houston, the Caribbean, and Europe. Angelo has been in sales, installation, service and training of both residential and commercial air conditioning equipment. He has experience both in field and formal classroom training, and is RSES and NATE certified.



### **STEVE MORENO - Field Service Representative (FSR)**

**Bissonnet Location - Houston, Texas**

Steve has been in the industry for over 18 years. He started his career on the residential side the first few years, then worked the commercial side for Hunton Services as a startup technician. Before joining the Hunton FSR team, he spent the last few years in the industrial/chemical plants on heavy commercial equipment as a lead technician. Steve was also a union member in the industry.



### **CRAIG LESTER - Field Service Representative (FSR)**

**Dixie Farm Road Location - Houston, Texas**

Craig has been with Hunton Distribution since January 2021 and has over 19 years of experience on the distributor side, with a combined 22 years of experience in the HVAC/R industry. Craig has been in sales, installation, service and warranty aspects of residential air conditioning in both Houston, TX and Phoenix, AZ.



### **ANDREW PETERSON - Field Service Representative (FSR)**

**Central Green Location - Houston, Texas**

Andrew joined Hunton FSR in January 2023, with 18 years of HVAC experience. From Beaumont, Texas, he began as a helper with a Trane Dealer and completed HVAC courses in Spring 2005 from Lamar Institute of Technology. Over the years he would work his way up to lead technician/troubleshooter, working on residential and light commercial equipment. Andrew also worked occasionally on light commercial equipment in some of the Beaumont area refineries.



### **WADE DUNHAM - Field Service Representative (FSR)**

**Dixie Farm Road Location - Houston, Texas**

Wade joined the Hunton Distribution FSR team in March 2024. He has worked in the industry for 22 years as both a service technician and service manager in residential and light commercial. Wade completed an HVAC/R program at Universal Technical Institute in Houston in 2002.



## MAPS, DIRECTIONS, & CONTACTS

### Hunton Training Center - Central Green Blvd. Location

16335 Central Green Blvd.  
Houston, TX 77032

### Hunton Training Center - Dixie Farm Road Location

735 Dixie Farm Rd.  
Houston, TX 77034

### Directions

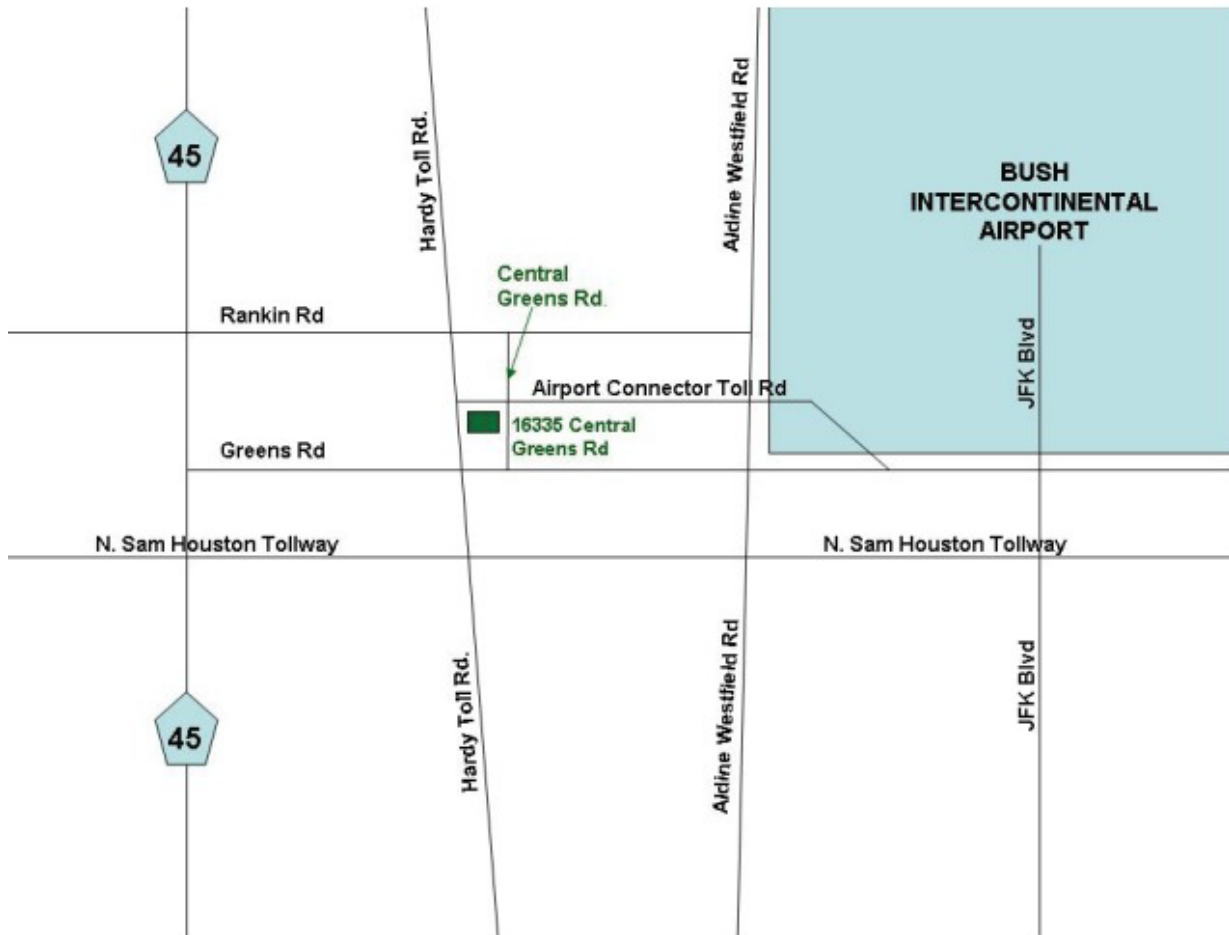
We are located on Central Green Blvd. between Rankin Rd. and Greens Rd. just east of I-45 North.

### Registration & Contact Information

For class reservations, please contact or send registration forms to:

**Lee Anne Simmons** | **Direct:** 832-747-2010 | **E-mail:** [training@huntongroup.com](mailto:training@huntongroup.com)

**Website:** [www.HuntonDistribution.com/Training](http://www.HuntonDistribution.com/Training)





# HUNTON LEARNING CENTER *TRAINING REGISTRATION*

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Options:** (check one)

Check Enclosed / Check # \_\_\_\_\_ |  Bill to Acct. |  TCS

Credit Card:  Visa |  Mastercard |  Discover |  American Express

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CID Number on Card: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Zip: \_\_\_\_\_

Please include the name, date, and time of the course, as well as the participant's First and Last name.

Class Name / Date	Participants (First/Last)

Please email or fax completed form to Lee Anne Simmons: [training@huntongroup.com](mailto:training@huntongroup.com) or Fax: 832-747-2197

**No Show/Cancellation Policy:**

Full tuition is due for all no shows or cancellations within 48 hours of class start time (including TCS dealers). Cancellations will only be accepted via email to Lee Anne Simmons - [training@huntongroup.com](mailto:training@huntongroup.com)

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[www.HuntonDistribution.com](http://www.HuntonDistribution.com) | Main: 281-486-8661 | Fax: 832-747-2197