DHI CANADA

2019 SPRING TECHNICAL SCHOOL

May 27 - June 1, 2019

Holiday Inn Montreal Airport Hotel

6500 Cote de Liesse, Montreal, PQ H4T 1E3

Highlights of our Spring School ...

- **Exciting New Courses** … Much has changed in the past few months and the new courses are all designed to support the new credentialing program.
  - **EHC433** – Advanced Electrified Architectural Hardware (formerly EHC405 and EHC410)
  - **DHC205** – Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 and CDC305)
  - **COR123** – Using Door, Frame and Hardware Standards (formerly CDC300 and ELT515)
  - **COR146** – Introduction to Detailing Doors, Frames and Hardware (NEW)

- **Onsite Exams** … For the first time ever, students will have an opportunity to write their AHC exam at the school. The DHT and DHC exams were offered in Calgary and we're pleased to bring them back at the Spring school.

- **Discounts** … For multiple training days and multiple registrations

DHI Canada – bringing education home!

To register online, go to:

www.dhicanada.ca/EDUCATION/TechnicalProgram.asp

COURSE CURRICULUM

Monday, May 27	Tuesday, May 28	Wednesday, May 29	Thursday, May 30	Friday, May 31	Saturday, June 1
Door, Frame & Hardware Applications (COR117)	Door, Frame & Hardware Applications (COR117)	Door, Frame & Hardware Applications (COR117)	Door, Frame & Hardware Applications (COR117)	Developing Master Key Systems (COR163)	
Advanced Electrified Architectural Hardware (EHC433)	Advanced Electrified Architectural Hardware (EHC433)	Advanced Electrified Architectural Hardware (EHC433)	Advanced Electrified Architectural Hardware (EHC433)	Advanced Electrified Architectural Hardware (EHC433)	
Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	
Introduction to Specification Writing (COR147)	Introduction to Specification Writing (COR147)	Introduction to Specification Writing (COR147)	Takeoff and Estimating (COR125)	Takeoff and Estimating (COR125)	
Codes and Standards (COR140)	Codes and Standards (COR140))	Codes and Standards (COR140)	Installation Coordination and Project Management (COR153)	Installation Coordination and Project Management (COR153)	
Intermediate Detailing Doors, Frames & Hardware (DHC205)	Intermediate Detailing Doors, Frames & Hardware (DHC205)	Intermediate Detailing Doors, Frames & Hardware (DHC205)	Intermediate Detailing Doors, Frames & Hardware (DHC205)	DHT & DHC Examination	
Electrified Hardware Applic. & Documentation (EHC400)	Electrified Hardware Applic. & Documentation (EHC400)	Electrified Hardware Applic. & Documentation (EHC400)	Electrified Hardware Applic. & Documentation (EHC400)	AHC Certification Exam	AHC Certification Exam
Using Door, Frames & Hardware Standards (COR123)	Using Door, Frames & Hardware Standards (COR123)	Introduction to Detailing Doors, Frames & Hardware (COR146)	Introduction to Detailing Doors, Frames & Hardware (COR146)	Canadian Codes & Standards (ELT540)	

IMPORTANT INFORMATION

Prerequisites

- There are no prerequisite courses required to take any course, however, there are recommended preparative courses and or comparable knowledge or experience necessary to help students successfully complete specific courses. These details are listed in the course description along with the Learning Outcome Statements provided for each course.
- Some highly technical, complex courses may require that if the student has not completed the recommended preparative courses, they are still required to successfully complete a complimentary knowledge assessment exam prior to taking the course. This is critical for the student to demonstrate familiarity with the prerequisite knowledge to prepare them to successfully complete the course and exam.
- Even where not required, these complimentary knowledge assessment exam are available in DHI TopClass to be used as a guide for the student to determine their preparedness to take a class. However, the course description and Learning Outcome Statements should also be reviewed completely as the assessment exams may not cover all topics included in a course.
- Reference the DHI Education Resource Guide for complete information – www.dhi.org/education.
- DHI recommends to new students, and those with minimum field experience, that they follow the suggested education path when registering for classes.

What is a Track?

- A "track" is a series of two or more classes that are arranged in a sequence that provides the most educationally beneficial learning experience to the student.

Registration Fee Policies

- Member fee applies to all DHI individual members or any employee of a corporate member.
- Registration fee includes tuition, course material, breakfast, lunch and refreshment breaks.

Class Size

- Registrations are processed in the order they are received.
- In cases where a class is sold out, registrants are placed on a waitlist.
- If students are not able to attend the course of their choice, they may opt to transfer to another course, or another DHI Canada class session, or seek a refund.
- Classes may be cancelled if a minimum number of students is not achieved.

Refund Policy

- A $200.00 administration fee will be applied to cancellations received until April 23, 2019.
- After April 23, 2019, no refunds will be allowed.
- Substitutions are allowed at any time.

Required References and Technical Catalogues

- For courses requiring reference materials and/or product catalogues, we recommend students ship them directly to the hotel, to be held in their name, in sufficient time for arrival before classes start.
- Students can also bring their laptop into class to access pdfs of the resource material required.

Hotel Accommodation

- DHI Canada is pleased to offer members the special rate of $120 per night (single or double occupancy)
- Accommodation must be booked with the Holiday Inn Airport Montreal by calling 1-877-660-8550, and mention Block code: DHI.
- Reservations must be booked by April 23, 2019 to guarantee this rate. **BE SURE TO IDENTIFY YOURSELF AS BEING WITH DOOR & HARDWARE INSTITUTE CANADA.**

CORE PROGRAM

MONDAY, MAY 27 - THURSDAY, MAY 30
COR117 - Door, Frame & Hardware Applications

32 Hours - 96 CEP points (32 CEPs New Program)

Today's construction projects use some of the most advanced materials and products ever made. Fire- rated and means of egress door openings have specify requirements they must meet to be able to function correctly. This course teaches you about the doors and frames (e.g., hollow metal, wood, and aluminum) in use today. Many hardware items can be employed in more than one application, and knowing which application is correct for a particular opening will make you indispensable to your customers and clients. An assortment of product samples are used in this course to help you identify many of the hardware items in use today.

You will learn how to:
- Read door and frame details
- Determine wall/partition construction
- Select frame types and anchors
- Explain different types of door and frame construction
- Use door accessories (e.g., lite kits, louvers)
- Size special-purpose hinges (e.g., wide-throw)
- Learn the application of raised-barrel hinges and swing-clear hinges
- Select proper strike plates
- Size push/pull bars
- Resolve closer/overhead stop/holder conflicts
- Size thresholds and saddles

Recommended Prior Courses:
COR101 – Fundamentals of Architectural Doors and Hardware
COR102 – Introduction To Building Codes

MONDAY, MAY 27 - TUESDAY, MAY 28
COR123 - Using Door, Frame & Hardware Standards
(formerly CDC300 & ELT515)

(16 Hours) *(48 CEP points)*

One of the first courses in the DHT Curriculum.

Develop an understanding and thorough knowledge of how industry standards affect door openings. Knowledge of the many door, frame and hardware standards is essential to properly specify, detail, furnish and install these products for projects. These standards contain a wealth of information and can be used to establish levels of quality and function for all types of buildings.

You will learn how to:
- Steel Door Institute's (SDI) Technical Documents and ANSI/SDI Standards and Test Methods
- Hollow Metal Manufacturers Association (HMMA) 800 Series of Technical Publication
- Window and Door Manufacturers Association (WDMA) I.S.-1A (2013) & I.S.-6A (2013)
- Architectural Woodwork Institute's (AWI) Architectural Woodwork Standards (2nd edition) 2014
- American Architectural Manufacturers Association's (AAMA) Aluminum Storefront and Entrance Manual SFM-1-14
- American National Standards Institute (ANSI)/Builders Hardware
- Manufacturers Association (BHMA) A156 Series of Product Standards

Student to supply the following reference materials:
- Steel Door Institute's SDI Fact File (Suggested electronic format) 2018, (Technical Documents and ANSI/SDI Standards and Test Methods)
- Hollow Metal Manufacturers Association's (HMMA) Hollow Metal Manual 800 Series of Technical Publications
- Window and Door Manufacturers Association (WDMA) IS-1A (2013) Architectural Flush Wood Doors and IS-6A (2013) Architectural Stile and Rail Wood Doors
- Architectural Woodwork Institute's (AWI) Architectural Woodwork Standards (2nd edition) 2014

THURSDAY, MAY 30 - FRIDAY, MAY 31
COR125 - Takeoff & Estimating

16 Hours - 48 CEP points (16 CEPs New Program)

Profitability of a company often hinges on the accuracy and efficiency of the bids that estimators turn out. Overprice, and your bid will not be considered; underprice, and you will have more work than you need, and you will consistently lose money with each project. This course introduces you to material takeoff techniques and estimating skills that will help you become a more accurate and efficient estimator.

You will learn how to:
- Perform material takeoffs
- Prepare Requests for Information (RFI)
- Prepare Requests for Substitutions
- Calculate overhead costs
- Apply mark-ups
- Prepare estimates

Recommended Prior Courses:
COR103 – Understanding and Using Construction Documents
COR117 – Door, Frame, and Architectural Hardware Applications

MONDAY, MAY 27 - FRIDAY MAY 31
COR133 - Electrified Architectural Hardware

40 Hours – 100 CEP Points (40 CEPs New Program)

Electrified hardware items are used on virtually all new building projects. You need to understand how these products are properly used and what their capabilities are if you are going to advance in this industry. This course provides you with the principles of low-voltage electricity through hands-on class exercises. In addition, this course is focused on teaching you how separate electrified architectural hardware components are used to create single-opening systems. Learn how to design low-voltage circuits and to hook up these components through the hands-on labs.

You will learn how to:
- Coordinate voltage and amperage requirements
- Draw elevation, logic, and point-to-point wiring diagrams
- Write operational descriptions
- Troubleshoot circuits

Recommended Prior Courses:
COR117 – Door, Frame, and Architectural Hardware Applications

MONDAY, MAY 27 - WEDNESDAY, MAY 29
COR140 - Using Codes and Standards

24 Hours – 72 CEP Points (24 CEPs New Program)

Knowledge of the many industry-related codes and standards differentiates our industry from numerous other distributor chain-driven industries. Staying current and up-to-date on the ever-changing codes and standards requires both professional and personal commitment.

This course covers NFPA 80, Standard for Fire Doors and Other Opening Protectives (2013 edition), NFPA 101, Life Safety Code (2012 edition), ICC/ANSI A117.1, Usable and Accessible Buildings and Facilities (2009 edition), and International Building Code (2012 edition).

You will learn how to:
- Tell the difference between codes and standards
- Look up information
- Interpret codes and standards
- Determine requirements for fire-rated openings
- Determine requirements for means of egress openings

Recommended Prior Courses:
COR117 – Door, Frame, and Architectural Hardware Applications

Student to supply the following reference materials:
- NFPA80, Standards for Fire Doors and Other Opening Protectives (2013 edition)
- NFPA101, Life Safety Code (2012 edition)
- ICC/ANSI A117.1, Accessible and Usable Building and Facilities (2009 edition)

Course Descriptions cont'd.

WEDNESDAY, MAY 29 - THURSDAY, MAY 30
COR146 - Introduction to Detailing Doors, Frames and Hardware

16 Hours – 48 CEP Points (16 CEPs New Program)

This course is the first of three in a series of combined detailing courses. One of the most important skills you can develop in our industry is the ability to properly coordinate and schedule doors, frames and hardware that are to be provided on projects. In this course, you will begin to learn to detail doors, frames and hardware on projects with a beginner level of complexity of occupancy type through a series of in-class exercises. This is a great face-to-face first step for those interested in working towards their DHT credential.

You will begin to:
- Understands basic fire door and egress code principles
- Apply basic door, frame and hardware knowledge in building very simple openings
- Apply basic blue print reading and scaling skills
- Coordinate the application of hardware with doors and frames

Recommended Prior Courses:
    COR117 – Door, Frame, and Architectural Hardware Applications

MONDAY, MAY 27 - WEDNESDAY, MAY 29
COR147 - Introduction to Specification Writing

24 Hours – 72 CEP Points (24 CEPs New Program)

If you are pursuing the Architectural Hardware Consultant (AHC), Certified Door Consultant (CDC), Electrified Hardware Consultant (EHC), or Door + Hardware Specification Consultant (DHSC), you need to master the basic principles of writing architectural specifications. Specification writing skills are an essential element of becoming a professional consultant in today's construction industry. Architects will expect you to have mastered these skills when you work with them.

"Practice makes perfect," as the saying goes, and this course teaches students how to practice writing door, frame, and hardware specifications. Nearly two days of practical exercises are included in this course.

You will learn how to:
- Follow CSI SectionFormat™
- Use proper specification terminology and language
- Properly reference DIVISION 1 GENERAL sections
- Write clear, concise, correct, and complete specifications
- Identify methods of specification writing (e.g., descriptive, performance, proprietary, reference)

Student to supply the following reference materials:
- Catalogs or electronic files with technical information for hinges, mortise locks, door closers, fire exit hardware, panic hardware, protection plates, electrified hardware, hollow metal doors and frames, and flush wood doors

THURSDAY, MAY 30 - FRIDAY, MAY 31
COR153 - Installation Coordination and Project Management

Face to Face Course – 16 Hours – 48 CEP Points (16 CEPs New Program)

Project management requires effectively working with contractors, installers, owners, and architects.

Coordination of the installation of doors, frames, and architectural hardware is an essential element of a project manager's responsibilities. Pre-installation meetings with the installers increase their productivity, reduce installation errors, and ensure that the door assemblies will operate reliably for many years. Project managers must also be able to read and interpret contract documents, oversee projects with fast-track schedules, and maintain profitability, which requires disciplined attention to detail. This course teaches you how to coordinate installations and provides you with techniques to help you succeed as a project manager.

You will learn how to:
- Reduce callbacks and backcharges
- Present proper installation techniques
- Describe common installation problems
- Improve customer relationships and satisfaction
- Increase profitability on your projects
- Avoid common project management problems
- Improve customer relationships and satisfaction

Recommended Prior Courses:
    COR103 – Understanding and Using Construction Documents
    COR117 – Door, Frame, and Architectural Hardware Applications

Student to supply the following reference materials:
- Window and Door Manufacturers Association (WDMA) IS-1A (2013) Architectural Flush Wood Doors and IS-6A (2013) Architectural Stile and Rail Wood Doors

FRIDAY, MAY 31
COR163 - Developing Masterkey Systems

8 Hours – 24 CEP Points (8 CEPs New Program)

A solid knowledge base of master key systems is essential to all estimators, detailers, project managers, and consultants. This program covers all of the bases. Discover the different types and styles of cylinders and keys used in today's locks, understand industry-standard key-set symbols and terminology, and integrate mechanical cylinders and keying into access control and security systems. Learn to organize and conduct a successful keying meeting and how to relay the importance of key control and maintenance to your customers.

You will learn:
- Levels of Masterkeying
- Types of Keys used in Master Key Systems
- Limitations of Keying Systems
- Options for Keying Systems
- Key Control
- How to Hold Keying Meetings

DHC PROGRAM

MONDAY, MAY 27 - THURSDAY, MAY 30
DHC205 - Intermediate Detailing Doors, Frames and Hardware
(formerly AHC205 and CDC305)

32 Hours – 96 CEP Points (32 CEPs New Program)

Perhaps the most necessary skill you can develop in our industry is learning how to properly create detailed hardware schedules. Coordinating myriad hardware products with the project's requirements can be a daunting task. This course introduces you to the sequence and format of the hardware schedule through a series of in-class exercise as well as introduces students to the techniques and skills necessary to become a more precise detailer.

You will learn how to:
- Interpret plans and specifications
- Create door, frame, and hardware submittals
- Create proper headings for hardware sets
- Use sequence and format to list hardware items in the proper order
- Write detailed hardware sets
- Coordinate hardware with doors and frames
- Illustrate door opening details and elevations
- Coordinate hardware templating requirements

Recommended Prior Courses:
    COR117 – Door, Frame, and Architectural Hardware Applications
    COR140 – Using Codes and Standards

Student to supply the following reference materials:
- Catalogs or electronic files with technical information for hinges, mortise locks, door closers, fire exit hardware, panic hardware, protection plates, electrified hardware, hollow metal doors and frames, and flush wood doors
- Catalogs or electronic files for pivots, continuous hinges, concealed in the floor closers, door bolts, coordinators, overhead stops and holders, removable mullions, bored and mortise

continued…

locks and latches, auxiliary locks, surface-mounted and overhead concealed door closers, low-energy door operators, door pulls/ push bars, protection plates, gasketing, thresholds, and door stops
- Catalogs or electronic files for electrified hardware (e.g. power supplies, card readers, key pads, motion detectors, power transfer devices)

EHC PROGRAM

MONDAY, MAY 27 - THURSDAY, MAY 30
EHC400 - Electrified Hardware Applications and Documentation

32 Hours – 96 CEP Points (32 CEPs New Program)

One of the most important steps in detailing today's projects is creating the low voltage wiring drawings / diagrams and related documentation for door openings with electrified hardware. In this course you will learn to use a free downloadable computer drawing program (Libre Office Draw) to create your drawings and will return to your workplace with the ability to create drawings for your projects. This course will teach you how to use correct industry recognized ymbols and drawing techniques to help you communicate the project's requirements more effectively with the electrician, installer and systems integrators.

You will learn how to:
- Create electrified door elevation diagrams
- Create riser diagrams
- Create point-to-point wiring diagrams
- Use relays to control circuits

Recommended Prior Courses:
COR117 – Door, Frame, and Architectural Hardware Applications
COR133 – Electrified Architectural Hardware
COR140 – Using Codes and Standards
DHC205 – Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 & CDC305)
DHC307 – Advanced Detailing Doors, Frames and Hardware (formerly AHC207 & CDC305)

MONDAY, MAY 27 - FRIDAY, MAY 31
EHC433 - Advanced Electrified Architectural Hardware
(formerly EHC405 and EHC410)

40 Hours – 100 CEP Points (40 CEPs New Program)

Building upon the fundamentals that you learn in COR133, this class will teach you how to take the lead in coordinating electrified hardware devices that your company supplies, with all other low voltage electrified systems to be installed as part of the openings on a project. Coordination is critical in order to ensure a seamless, trouble free, product integration, and will substantially reduce call backs to the site. Through hands-on electrified hardware exercises, we will demonstrate how different systems work together to create secure, and fully functional electrified openings.

After taking this course, whether you supply product, create drawings, run coordination meetings, or all of the above, you will develop a true consulting approach that can greatly impact your company's bottom line. As the hardware industry becomes more dependent on the versatility of electrified hardware, this curriculum will prepare you to communicate effectively with Architects, Owners, Contractors, and Subcontractors by teaching you the necessary skills to coordinate a project as an expert industry professional. By developing a concrete understanding of the systems involved in integrated openings, and an assurance that all code requirements for the project are satisfied, you can take your company to the next level.

Recommended prior courses:
COR117 – Door, Frame, and Architectural Hardware Applications
COR133 – Electrified Architectural Hardware
COR140 – Using Codes and Standards
DHC205 – Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 & CDC305)
DHC307 – Advanced Detailing Doors, Frames and Hardware (formerly AHC207 & CDC305)
EHC400 – Electrified Hardware Applications and Documentation

STUDENTS ARE REQUIRED TO BRING A LAPTOP OR TABLET, AND A HANDHELD MOBILE DEVICE (CELLPHONE)

ELT PROGRAM

FRIDAY, MAY 31
ELT540 - Canadian Codes & Standards

8 Hours - 24 CEP points

This course is a complement to COR140. Subject matter includes a history of code development and adoption in Canada with the large portion of the time devoted to the specific requirements found in NBCC Part 3 and Part 9 as they impact the Architectural Openings Industry. Also discussed are the maintenance requirements for closures in a fire separation as required by the National Fire Code of Canada.

Upon completion of the course the student will have a basic understanding of subjects including occupancy type, occupant load and fire separation requirements with a detailed understanding of the application of door hardware components to comply with Canadian Code requirements.

Student to supply the following reference materials:
- National Building Code of Canada – 2015 edition preferred, 2010 edition acceptable.

AHC CERTIFICATION EXAM

FRIDAY, MAY 31 - SATURDAY, JUNE 1
AHC Certification Exam

24 Hours – 72 CEP Points (24 CEPs New Program)

The Architectural Hardware Consultant (AHC) exam is currently given over two consecutive 8-hour days. Day 1 requires applicants to create a detailed hardware schedule for 15 different openings. Each hardware item must be thoroughly listed, using the manufacturers' part number(s) and nomenclature. Some of these openings require electrified hardware items to be scheduled correctly (including elevation wiring diagrams and operational descriptions).

Day 2 is divided into two periods. The first 5-hour period requires applicants to write a full three-part specification for the hardware products they detailed on Day 1 of the exam. The second 3-hour period requires applicants to successfully complete a series of written questions regarding codes and standards, hardware application, masterkeying, specification writing and electrified architectural hardware.

Eligibility:

Any person who has obtained the knowledge to test may apply for a AHC certification exam. For recommended courses, please read the Education Resource Guide found on DHI's website (**www.dhi.org**).

Individuals who earn DHI's AHC are required to participate in the CEP as well as execute a new Certification Agreement and pay a $75 renewal fee at renewal time (every 3 years). Consultants are required to maintain annual Individual Membership or pay the annual Professional Certification Program Fee in lieu of membership. Failure to maintain Individual membership or pay the annual Professional Certification Program Fee will result in loss of credentials.

Continuing Education Program (CEP)

A registered consultant is obligated to earn a total of 30 CE points in a three year period. Consultants participating in the CEP are permitted to use the trademarked (™) CEP seal, which is personalized with the consultant's name, DHI ID number and expiration date.

The AHC exam requires two consecutive 8-hour days.

Discounts ONLY apply to applicants who are current DHI Individual Members. (Simply having a DHI Number doesn't automatically mean that an applicant is a current DHI Individual Member.)

DHT & DHC EXAMS

FRIDAY, MAY 31

Below is important information on recommended documents you should understand when preparing for the DHT and DHC exams. STUDENTS ARE REQUIRED TO HAVE PASSED THE DHT EXAM BEFORE TAKING THE DHC EXAM.

DHT Exam

- SDI Fact File, the Fact File can be downloaded Free of Charge from the Steel Door Institute(SDI) website: https://www.steeldoor.org/factfile.php
- WDMA IS-1A (2013). This document is available for $25 on the WDMA website: https://wdma.site-ym.com/store/ViewProduct.aspx?ID=1909833
- Webinar series available Free of Charge on the WDMA website: https://wdma.site-ym.com/store/ViewProduct.aspx?ID=1909875
- Key Systems and Nomenclature is also a useful document, students receive this in several classes, but may also purchase at: https://www.doorsecuritysafety.org/ItemDetail?iProductCode=DHI%2FH115.05&Category=TECHLIT%2FD&WebsiteKey=46c618e6-f0c7-474b-83cc-a0ed707ff547

The above items are NOT permitted while taking the exam.

The code book link below links to the Code Book that will be accessible on screen for students taking the DHT exam, they may use for study material prior to the exam: DHT Code Book.

There is also a free practice DHT exam on-line: https://www.dhi.org/ItemDetail?iProductCode=DHTPRACTICE_AST&Category=ASSESSMENT

The following courses are suggested but are not prerequisites. Students may have equivalent industry knowledge.

- COR103 – Construction Documents
- COR113 – Hardware Applications
- COR120 – Door & Frame Applications
- COR125 – Take-off & Estimating
- COR133 – Electrified Hardware
- COR140 – Codes & Standards
- COR147 – Intro to Specification Writing
- COR153 – Project Management
- COR160 – Purchasing Concepts
- AHC200 – Masterkeying
- AHC205 – Detailing Hardware
- CDC300 – Door & Frame Standards
- CDC305 – Detailing Doors & Frames

DHC Exam

In addition to the list of suggested courses for the DHT exam, AHC207 – Advanced Detailing Hardware is also suggested prior to the DHC exam but again it is not a prerequisite.

We recommend students taking the DHC brush up on keying by reading Keying Systems and Nomenclature (there was a link to purchase above).

The following material will be permitted for use while testing for the DHC, students must bring these with them to the exam:

1. NFPA 80 Standard for Fire Doors and Other Opening Protectives (2013 Edition)

2. NFPA 101 Life Safety Code (2012 Edition)

3. Accessible and Usable Buildings and Facilities/ICC A117.1 (2009)

2019 SPRING TECHNICAL SCHOOL

May 27 - June 1, 2019

Holiday Inn Montreal Airport
6500 Cote de Liesse
Montreal, PQ H4T 1E3

DHI
Professionnels de la sûreté
et de la sécurité des portes
Door Security +
Safety Professionals

Registration Form (page 1 of 2)

◯ Mr.   ◯ Ms.

Name _____   Designations (DHT, FDAI, etc.): _____

Company _____

Address _____

City _____   Province/State _____   Postal Code/Zip _____

Telephone _____   Fax _____   *Email _____

◯ DHI Member # _____   ◯ Non-Member

*Your confirmation letter and other important information will be sent by email so be sure to provide your current email address.

NOTE: **Courses run daily from 8:00 a.m. to 5:30 p.m.**
Registration Fee includes tuition, course material, breakfast, lunch and refreshment breaks

COURSE SELECTION				
Course	**Date(s)**	**Member Fee**	**Non Member Fee**	**Amount**
AHC Certification Exam	May 31 - June 1	$600 ◯	$1,075 ◯	
Advanced Electrified Architectural Hardware (EHC433)	May 27 - 31	$2,925 ◯*	$3,425 ◯*	
Canadian Codes & Standards (ELT540)	May 31	$585 ◯	$685 ◯	
DHC Exam	May 31	$450 ◯	$550 ◯	
DHT Exam	May 31	$450 ◯	$550 ◯	
Developing Master Key Systems (COR163)	May 31	$585 ◯	$685 ◯	
Door, Frame & Architectural Hardware Applications (COR117)	May 27 - 30	$2,340 ◯	$2,740 ◯	
Electrified Architectural Hardware (COR133)	May 27 - 31	$2,925 ◯*	$3,425 ◯*	
Electrified Hardware Applications & Documentation (EHC400)	May 27 - 30	$2,340 ◯	$2,740 ◯	
Installation Coordination & Project Management (COR153)	May 30 - 31	$1,170 ◯	$1,370 ◯	
Intermediate Detailing Doors, Frames & Hardware (DHC205)	May 27 - 30	$2,340 ◯	$2,740 ◯	
Introduction to Detailing Doors, Frames & Hardware (COR146)	May 29 - 30	$1,170 ◯	$1,370 ◯	
Introduction to Specification Writing (COR147)	May 27 - 29	$1,755 ◯	$2,055 ◯	
Takeoff & Estimating (COR125)	May 30 - 31	$1,170 ◯	$1,370 ◯	
Using Codes & Standards (COR140)	May 27 - 29	$1,755 ◯	$2,055 ◯	
Using Door, Frames & Hardware Standards (COR123)	May 27 - 28	$1,170 ◯	$1,370 ◯	
Total Course Fees *(carry forward to Payment Details on page 2)*				**$**

Special Discounts

- **Multiple Registration Discount** – Member companies registering 5 or more employees are entitled to an additional discount. Please contact DHI Canada for further details - 416-492-6502.
- **Multiple Training Day Discount** – Those registering for 4 or more training days will receive a 5% discount.

* DISCOUNT DOES NOT APPLY

Registration Form (page 2 of 2)

PAYMENT DETAILS

If registering for 1 - 3 modules, apply the registration fee shown on page 1 of the Registration form .... $ _____

If registering for 4 or more modules, apply a 5% discount to all registration fees .... $ _____

5% GST (Quebec Residents 14.975% QST) .... $ _____

TOTAL AMOUNT DUE .... $ _____

Multiple Registration Discount - Member companies registering 5 or more employees are entitled to a special discount. Please contact DHI Canada for further details - 416-492-6502.

❍ Cheque or Money Order enclosed (payable to **DHI Canada)**

❍ VISA   ❍ MasterCard

Account No. _____

Expiry Date _____ / _____

Name on Card: _____

Signature: _____

GST/HST #12489 8890 RT0001
QST #1222866975

DHI Canada – bringing education home!

Please complete all sections of this registration form and return to:

Door & Hardware Institute – Canada

2800 14th Avenue, Suite 210, Markham, Ontario L3R 0E4 / Telephone – 416-492-6502   Fax – 416-491-1670

OR REGISTER ONLINE AT www.dhicanada.ca/EDUCATION/TechnicalProgram-2016-Spring.asp