



college of CREATIVE ARTS

Pro Tools Certification Registration (non-enrollee)

Name _____ Date of Birth _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ E-Mail Address _____

Please identify the course(s) you would like to take

Introduction to Pro Tools Weekend (PT101):

Friday, April 13th 5:00PM-9:00PM

Saturday, April 14th and Sunday, April 15th 10:00AM-6:00PM

Please arrive no later than 4:45PM on Friday for check-in

Room: HD ME 1 Instructor: Colt Leeb

Pro Tools Production I (PT110):

Tuesdays/Thursdays April 3rd-26th 6:00PM-8:35PM

Please arrive no later than 5:45PM for check-in

Room: HD ME 1 Instructor: Justin DeLeon

Pro Tools Production II (PT201):

Tuesdays/Thursdays May 1st-May 24th 6:00PM-8:35PM

Please arrive no later than 5:45PM for check-in

Room: HD ME 1 Instructor: Justin DeLeon

Pro Tools Post Production Techniques - Operator Post Certification (PT210P)

Tuesdays/Thursdays May 29th-June 14th 6:00PM-9:40PM

Please arrive no later than 5:45PM for check-in

Room: HD ME 1 Instructor: Justin DeLeon

Pro Tools Expert Music Certification Weekend (PT310M)

Friday, April 6th 5:00PM-9:00PM

Saturday, April 7th and Sunday, April 8th 10:00AM-6:00PM

Please arrive no later than 4:45PM on Friday for check-in

Room: HD ME 1 Instructor: Colt Leeb

SEE REVERSE

- Tuition is \$460.00 per course this includes a book.
- Tuition is due at time of registration and is not refundable on or after the first day of class.
- Credit card payments are accepted at 651-332-8100 or 877-862-0662 (option 2) between 7:30 a.m. and 7 p.m. Monday – Thursday and 7:30 a.m. to 4:00 p.m. Friday.
- Cash or check is also accepted at IPR. (Make all checks payable to The Institute of Production and Recording)

Applicant Signature

Date

Guardian Signature (if applicant is under 18)

Date

What to expect and plan for:

- Please arrive at the reception desk (first floor) no less than 15 minutes before your first class in order to allow time for check-in and:
 - Get your book for the class.
 - Get your access swipe card.
 - Get your identification badge.
 - Meet your instructor.
 - Meet your fellow classmates.
 - From there your instructor will guide students from the student commons to the classroom and begin class promptly at its scheduled time.
- **If you arrive later than the scheduled time on the first day of class you will not be admitted into the class, and you will not receive a refund for the price of the class.**
- **For Weekend Classes:** Your class will run until 9PM on Friday. Saturday and Sunday classes will begin promptly at 10AM and run until 6PM on Saturday and Sunday.
- Your certification online exam attempt will be administered late-afternoon on Sunday. Before you will be allowed to take the exam you must:
 - Turn in your access swipe card to the instructor.
 - Turn in your identification badge to the instructor.
- 110 User Certification, 210M Operator Music Certification, and 210P Operator Post Certification, 310M Expert Post Certification, and 310P Expert Post Certification all have an online exam that must be passed in order to attain certification. Your first two attempts at the exam are free. The third and each subsequent exam costs \$35, which is paid directly to Avid via credit card at the time of the exam attempt.
- In addition to the online exam, the 310M Expert Music Certification and 310P Expert Post Certification also consist of an extensive hands-on component. This hands-on component will not be administered the weekend of the class. You will be required to study and practice the techniques you have learned for a minimum duration of one week before coming back to IPR and attempting this hands-on testing component.
- To schedule an online exam retake or an expert exam hands-on test email Colt Leeb (cleeb@ipr.edu).
- Your instructor will be able to answer any questions you have regarding class or attaining certification. Please hold any further questions that you have and present them to your instructor at the time of class.