

ENROLLMENT INSTRUCTIONS

PETEX provides open enrollment training courses in Houston, Texas, at the Houston Training Center and in Odessa, Texas, at the West Texas Training Center. For a comprehensive listing of dates and locations for all the courses, see the training course schedules on pages 18–20.

The PETEX Houston Training Center is located on the North Harris Campus of Lone Star College on W. W. Thorne Blvd. just off Aldine-Westfield Road and convenient to the George Bush Intercontinental Airport. The West Texas Training Center is located on The University of Texas Permin Basin campus in Odessa—see our Web site for a map and driving directions.

Training courses are taught by professionals from the oil and gas industry with current knowledge and years of field experience. Courses allow for open discussion and ample interaction with instructors and fellow participants. Our curriculum combines lectures, classroom exercises, hands-on training, and field trips fostering an optimal learning experience.

To enroll, call 281.443.7144, or complete the application form on the next page and mail or fax it to PETEX according to the instructions. You can also enroll online at www.utexas.edu/ce/petex. All tuitions must be paid in full thirty (30) days prior to class start date. Upon receipt of full payment, you will be sent confirmation information, a map to the appropriate PETEX training center, receipt of payment, and a list of hotels offering special PETEX rates.

Tuition fees cover course instruction, cost of course materials, and light refreshments. Travel, meals, and accommodations are not included in our fees and are the responsibility of the participant.

CERTIFICATES

Upon satisfactory completion of a course, you will receive a certificate from The University of Texas. Please note, however, that the schools are not for academic credit and are not part of a college degree program.

PROFESSIONAL CREDITS

In addition to a certificate, Continuing Education Units (CEUs) from The University of Texas at Austin will be awarded. CEUs are standardized units of nonacademic credit that are nationally recognized. Certain licensing agencies and many employers acknowledge CEUs as a way to record professional training.

The following licensing agencies have approved PETEX courses for professional development credits for their members:

- The American Association of Petroleum Landmen grants credits for *Petroleum Fundamentals*, *Elementary Drilling*, *Introduction to Offshore Operations*, and *Pipeline Technology* courses.
- The Texas Department of Public Accountancy awards CPEs for *Introduction to Offshore Operations*, *Petroleum Fundamentals*, *Elementary Drilling*, and *Economics of the Petroleum Industry* courses. **No prerequisites required on any of these courses.**
- The Texas Department of Insurance awards CEUs for *Introduction to Offshore Operations* and *Petroleum Fundamentals* courses. To be awarded CEUs there is an added \$25 administration fee to be paid at the time of enrollment.
- The Texas State Bar grants three hours of MCLEs for the *Introduction to Offshore Operations* course.

The number of hours awarded for the successful completion of a course is listed at the beginning of each course description.

If you are a member of a professional organization from a state other than Texas or a foreign country, your organization might award professional credits based on these Texas approvals. Call 512-475-9024 for more information.

Texas Professional Engineers (P.E.) Continuing Education Requirements

All Texas Professional Engineers (P.E.) are required to have proof of 15 hours of continuing

education activity for annual license renewal. The Texas Board of Professional Engineers (TBPE) does not require official documentation upon license renewal but does maintain the final authority to audit and review licensee's renewal information. However, TBPE asks that licensees keep records documenting their continuing education activities for three years.

PETEX offers:

- **Continuing Education Units (CEUs):** Upon successful completion of a PETEX course, you will earn a specified number of CEUs, credit customarily used for continuing education courses. To meet the minimum annual continuing education activity requirement, Texas P.E.s need to earn 1.5 CEUs, including one hour (or 0.1 CEU) of professional ethics training.
- **Documentation:** PETEX provides a certificate of completion detailing the course title, dates attended, and amount of CEUs earned. This document adequately provides proof of continuing education activities by the TBPE standards. If further documentation is required, PETEX can assist you.

For further information contact:

Texas Board of Professional Engineers
1917 South IH 35
Austin, TX 78741
Phone: 512.440.7723
Email: peboard@tbpe.state.tx.us
www.tbpe.state.tx.us

TUITION

Prices are per participant unless otherwise noted. Tuition covers all books, training materials, handouts, and related course fees. Meals, accommodations, and travel are not covered and are the responsibility of each participant or company. Tuition is subject to change without notice. Tuition paid by wire transfer will be invoiced an additional \$50 bank processing fee.

No enrollment can be confirmed until payment is made in full.

Send a check or money order made payable to The University of Texas at Austin with your completed registration form, or supply credit card information on a faxed copy of your registration form.

Remittance must be in U.S. dollars. Any bank handling charges must be paid by the customer. All checks and wire transfers must be in U.S. dollars and must be drawn on a U.S. bank. No foreign checks can be accepted. All international customers are responsible for their own custom fees, duties, and taxes.

Cancellation Policy

The deadline for a full-tuition refund for a cancellation is four weeks prior to the first class meeting of a course. There is a fifty percent penalty for cancelling after the full-tuition-refund deadline and before ten days prior to the first class meeting of a course. *There is no refund for a cancellation made ten days or thereafter prior to the first class meeting of a course.*

Transfer Policy

PETEX will honor one (1) transfer per client per enrollment. The following rules will apply:

- Transfer request must be made at least 7 days prior to class start date.
- If the transfer is made less than 7 days prior to the class start date, the company requesting the transfer must find a replacement from the company or forfeit all tuition.
- If the client is transferring to a course that falls in the next year, then the company/client will be responsible for any and all increase in tuition fees.
- Clients must verify that they are attending the course 7 days prior to the class start date or they will be moved to the waiting list so that others on the waiting list can be accommodated.

If a client has been transferred once by PETEX and does not attend the course then the following rules apply:

- The client forfeits all tuition.
- Enrollment is not transferable to another person in the company.
- Client cannot request another transfer to another course.

CUSTOMIZED AND/OR ON-SITE TRAINING

Any of the courses described on these pages can be held at a location of your choosing. We are also happy to discuss customizing any of the courses, according to your company-specific requirements.

To request customized training courses or on-site training, contact the Houston Training Center at 281.443.7144.

FOR MORE INFORMATION

Objectives and course content are given on the following pages. For more information, contact the Houston Training Center.

The University of Texas
Houston Training Center
2700 W.W. Thorne Blvd.
Houston, TX 77073
Telephone: 281.443.7144 or 800.687.7052
Fax: 281.443.8722
Email: petexhtc@www.utexas.edu
Web site: www.utexas.edu/ce/petex

