MESA Global Education Program (GEP)
Training Event Prerequisites

Following you will find the prerequisites about MESA's Global Education Program events. **PLEASE READ ALL THE INFORMATION VERY CAREFULLY.** All Learners are required to comply with these requirements.

COPYRIGHT/CONFIDENTIALITY:

Onsite Events:
Upon receiving payment for your registration, MESA International will provide you (the "Learner") with confidential "Course Materials" in an electronic format approximately **one week** prior to your scheduled event. (Note: if MESA did not receive your payment in advance of your scheduled event, your course instructor will provide you a copy of the course materials via a USB drive on the first day of your event.)

Online Events:
Upon receiving payment for your registration, MESA International will provide you (the "Learner") with confidential "Course Materials" in an electronic format approximately **three days** prior to your scheduled event. The materials are not to be shared or distributed and are copyrighted by MESA International. By registering for and attending this Global Education Program event/course, you agree to the following:

- Learner will hold and maintain the Course Materials in strictest confidence, and will use this educational information for the Learner's sole and exclusive knowledge and understanding of the Program materials.
- Learner will not, without prior written approval from MESA International, publish, copy, or otherwise disclose the Course Materials to others, or permit the use of the Course Materials by others for their benefit or to the detriment of MESA International.

Please note that if you have had a third party complete your registration form on your behalf, MESA International does not absolve you, the Learner, of responsibility for maintaining the confidentiality of the materials you will be provided for this Global Education Program.

COURSE MATERIALS:

You do not need to print the course slides - notes can be typed directly into the PDFs during the courses.

However, **we highly recommend printing the PDF of the Collaborative Manufacturing Dictionary (CMD)** (included in the downloaded material) to utilize throughout the event for immediate reference since the education course materials have a large number of acronyms. These acronyms and other definitions are in the notes for each course slide.

ISSUES DOWNLOADING COURSE MATERIALS?

Some organizations have firewalls or IT policies that prevent our Learners from downloading or opening this zipped file. If you are unable to download or open these documents, please review the following alternative options:

1. Can you download the file from your home computer or email?
2. Does your organization have another drop box service MESA can utilize to send the files to you? Please provide the drop box information by email to nancy@mesa.org.
3. Confirm that you are using the latest version of Adobe Reader XI to view these documents.
4. The MESA Approved Instructor (MAI) for your class is able to provide educational materials directly to you:
   Onsite Classroom: Morning of Day 1 via a USB drive if your company permits 3rd Party USB drives. *(Note: MESA GEP is not responsible for any software viruses or Trojans obtained on your machine from using a 3rd Party USB drive.)*
   Online Class: You will be provided a link to download the materials at the beginning of the GoToTraining class.

EQUIPMENT AND SOFTWARE REQUIREMENTS:

In addition to downloading the course materials, please ensure that the following are installed and working properly on your computer prior to your scheduled course

1. **The latest version of Adobe Reader** (Adobe Reader X). Adobe Reader can be downloaded for free from http://get.adobe.com/reader/. The course slides and Collaborative Manufacturing Dictionary are in PDF format.
2. **Microsoft Excel 2007/2010** to read and write the In-course and Out-course Assessment Tests. You must be prepared to discuss and answer all the In-course test questions during each course in class.
3. **Anti-Virus/Security Software** – We recommend installing the latest version of your preferred anti-virus/anti-malware software and updating with the most up-to-date virus definitions. *If you use a 3rd Party USB drive to obtain the course materials onsite, you must have updated anti-virus software on your laptop to run a scan of the USB drive prior to downloading.*
4. **Online Training Courses only:** **The training software MESA GEP utilizes is GoToTraining.**

LEARNING OUTCOMES:

Please review the Learning Outcomes for your training event. The following link to the GEP Course Catalog can be found on MESA's website with links to view each course description: http://www.mesa.org/en/globaleducationprogram/programs.asp

CERTIFICATE REQUIREMENTS:

1. **You must achieve a combined average score of 85% or better to earn CEUs and pass each Course.** There are two tests for each Course: 1) an In-Course and 2) an Out-Course test. Your tests results are combined to obtain an average score by Course. You must pass all Courses offered in your Certificate Program(s) to receive your Certificate. Both CoA (CoA01 and CoA02) and CoC01 Programs have 9 courses. The B2MML (CoC02) Program has one course.
2. **You must meet the classroom contact requirement of 90% attendance for each course.** You will be required to sign-in before each course in the program and complete the In-course formative assessment test during each course for attendance credit.

3. **You must submit the Course Assessment Test packages within 8 weeks for Onsite Programs or 6 weeks for Online Courses after completing the training event**. MESA GEP has a strict policy and will NOT accept submitted Course Assessment Tests outside the prescribed timeframe. If you are unable to submit tests within prescribed timeframe, you will be required to repeat the training at full cost in order to test for the MESA GEP Certificate or CEUs.
4. **You must complete the End of Event Evaluation provided at the close of your training event**. This is required to comply with the IACET accreditation requirements and means that the End of Event Evaluation cannot be anonymous.
5. **Certificate of Awareness (CoA) MES/MOM Methodologies Onsite Event ONLY**: The nine (9) courses of the CoA Program are a very comprehensive review of critical aspects of the MES/MOM Solution Lifecycle. The MESA GEP Policy for the CoA Program requires attendance from 8:30 AM-6:00 PM on Day 1 and 8:00 AM -6:00 PM on Day 2. If a class is large and/or a highly technical make-up, Course 9 (MES/MOM Project Management Techniques) may not fit within the time allotted for the program during the 2 day course. In this instance, Course 9 will be taught in a 90 minute webinar in the week immediately following the event by the MESA Approved Instructor (MAI). During Day 2 of the event, the MAI and course attendees will agree by a majority vote on a time slot for the Course 9 Webinar. To meet the certificate and course attendance requirements, each attendee must adjust their work schedule to the time slot agreed by the majority of the class.

QUESTIONS/COMMENTS:
All questions/comments regarding registration, the event location/logistics, certificates, transcripts, and CEUs should be directed to the GEP Registrar at gepregistrar@mesa.org or +1 (480) 893-6883.

All technical communications regarding the training program content and testing, should be directed to your MESA Approved Instructor (MAI) (contact information provided onsite) and in the event logistics sent separately.