



2 HOTT TRAINING SESSION



WHERE: MECHANICSVILLE MOOSE FAMILY CENTER #495
27636 MECHANICSVILLE RD
MECHANICSVILLE, MD 20659
301-490-7000

WHEN: NOVEMBER 23 – 24, 2019

TIME: 9:00 AM – 3:00 PM

COST: \$30.00/PERSON PLUS \$10.00 CASH FOR LUNCH

CONTACT PERSON: PATRICIA CIHAK
443-388-7878
PCIHAK92@VERIZON.NET

WHAT YOU NEED:

COMPUTER – WITH PROGRAMS LOADED AHEAD OF TIME – DO NOT WAIT UNTIL THE DAY OF THE CLASS TO GET THE TRAINING PROGRAMS INSTALLED ON YOUR COMPUTER THERE IS NO TIME! THESE CAN NOT BE DOWNLOADED FROM THE WEBSITE.

QUICKBOOKS PARTICIPANT GUIDE AND LCL PARTICIPANT GUIDE – DOWNLOAD FROM MOOSEINTL.ORG WEBSITE UNDER TRAINING – MOOSE TRAINING FORMS AND DOCUMENTS – MANUALS & HANDBOOKS. YOU SHOULD ALSO PRINT THE PARTICIPANTS TRAINING JOB GUIDE.

COMPLETE THE REGISTRATION FORM ATTACHED AND E-MAIL TO TRAINER BY NOVEMBER 11, 2019. I MUST HAVE THE REGISTRATION FORM AHEAD OF TIME.