

CQM and (RMS) QCS Class Instructions and Checklist:

- 1. Complete **one Course Registration Form per company**. Indicate the class(es) each participant will attend. Total the class fees per participant. Total all fees for company.
- 2. Complete a **Participant Form** for **each participant** taking CQM class. Participant's name should appear as you want it on your certificate.
- 3. Print all forms and submit with payment. We will accept checks or money orders only. **Absolutely no cash**. Make **checks/money orders payable to: USACE, Albuquerque District**.
- 4. Submit Registration form and Participant Forms along with a **check payable to USACE, Albuquerque District**:

**US Army Corps of Engineers
Albuquerque District
4101 Jefferson Plaza NE
Albuquerque, NM 87109-3435**

ATTN: Elaine Johnson
- 5. Registration will only be accepted upon receipt of: a) **Course Registration Form**, b) **Participant Forms** and your c) **payment**, on a first come basis.
- 6. **No refunds**. **Substitutions will be allowed upon request**.
- 7. **E-mail confirmation** will be sent to the **Point of Contact** you provide, one per company.
- 8. **Important! Bring a copy of the CQM Student Guide with you to the CQM class**. You can download it from our website.
- 9. **The QCS User Guide is optional** for the (RMS) QCS class.
http://rms.usace.army.mil/datafiles/rms_qcs_manuals/qcs_manual_2_38.pdf