

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
 - c) Your 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.
<http://www.spa.usace.army.mil/EC/CQMClass.htm>
- 9. **The QCS User Guide is optional** for the (RMS) QCS class.
<http://rms.usace.army.mil/qcs/guides.aspx>