

Ways to Use Your Units

EPTO units can be used on a variety of SAS® training offerings, including:

- Public classroom courses offered in our training centers across the US.
- *On-site courses delivered at your location, at your convenience.
- *Instructor-led Live Web classroom courses delivered in real time directly to your desktop.
- Business Knowledge Series courses.
- Six Sigma and Performance Excellence courses.
- *e-Courses and e-Lectures.
- SAS Certification exam vouchers.
- Customized course content.
- Select SAS Education conferences and training events in the US.

***Can't travel? Consider one of these options to bring SAS training to you.**

Important Links

EPTO Administrator Web Page
support.sas.com/eptoadmin

EPTO Program Web Page
support.sas.com/epto

Complete Course List
support.sas.com/training/us/crs

Courses by Job Role
support.sas.com/training/us/role

Courses by Location
support.sas.com/training/fyi

New Courses
support.sas.com/training/us/newcrs

GSA Pricing for SAS Courses
support.sas.com/training/us/gsa

How to Register for a Course Using an EPTO

Online

To register for instructor-led courses online:

- Visit support.sas.com/training for a complete list of the public and Live Web classroom course schedules.
- On the registration form, include your EPTO account number in the billing section. You'll have the option to register one student or multiple students.

To purchase SAS® Self-Paced e-Learning online:

- Visit support.sas.com/training/elearn/catalog/epto2.html for a complete list of available products.
- On the order form, fill out the SAS EPTO account information, choose the products you wish to purchase and click Submit. Your order will be processed within the next two business days and you will receive an e-mail with access to your e-Learning products. Applicable EPTO units will be deducted from your EPTO account.

Phone

- Call 800-333-7660 and provide your EPTO account number and course information to the customer service representative.

EPTO Contact Information

We are here to help you. If you have any questions regarding your EPTO account, please contact your SAS Education Account Representative.

You can also contact SAS Education by phone at **800-333-7660** or send an e-mail to training@sas.com.

Receive a training assessment for free!

The SAS Training Assessment is a new service offered by SAS Education and is free for all EPTO customers. Your Education Account Representative will help you develop a plan for your EPTO units, ensuring that you get the most out of your training investment.

Visit support.sas.com/training/assessment for more information.

Value of an EPTO Administrator

Your role as the EPTO Administrator is important. If we can do anything to make your job easier, please let us know.

EPTO Cancellation Policy Highlights

Public

- EPTO training units reinstated to account if cancellations received by phone, mail or e-mail at least eight calendar days prior to the scheduled start date of an event.
- If cancellations received seven calendar days or less in advance of a course, EPTO accounts will be charged the full number of corresponding EPTO training units.
- Student substitutions (name changes) accepted at any time prior to event.
- Transfers accepted, but must be received no later than 24 hours from event start date.

On-Site

- Customer may cancel on-site courses without charge if notification received by SAS by phone or in writing no later than 21 days prior to course start date.
- Rescheduling a course less than 21 days prior to course start date is considered a cancellation. Cancellation fee of \$500 per day for the total number of scheduled days will be charged and invoiced separately.
- If nonrefundable airline tickets have been purchased for SAS personnel with customer's approval, customer will be responsible for the cost of these tickets.