

SAS[®] training delivered at your location from the people who know it best.

On-Site Training

“SAS Education’s on-site training was a cost-effective and efficient way to quickly bring our team up to speed. SAS’ on-site trainers are always knowledgeable concerning the topics they cover and will often share their personal insight on the best way to get things done.”

Steve Baker
Vice President
Database Marketing
Regions Financial Corp.

It has been proven that training can help you maximize your SAS[®] software investment. For 30 years, SAS Education’s instructor-led training has taught half a million customers to master the rich functionality of SAS software.

Bring our accredited instructors on-site to train your team. We will teach critical SAS knowledge and helpful tips using a combination of expertly designed lectures and demonstrations, question-and-answer sessions, and hands-on computer workshops. Our interactive, in-depth training gives you optimum results.

Benefits of On-Site Training:

- Ideal for teams wanting a tailored curriculum and extensive interaction with a SAS expert.
- Train a group of SAS users in a familiar, confidential environment.
- Class discussions are exclusively relevant to your organization’s needs.
- Choose from our full, extensive curricula (200 courses) or have courses tailored to meet your organization’s specific needs.
- Class dates to suit your project timelines.
- Provide networking time for your staff.
- Eliminate your staff’s travel time and expenses.

Why Choose SAS[®] Education?

- **Experience:** We’ve provided premium-quality training for nearly three decades to half a million SAS users just like you.
- **Long-term customer relationships:** Because SAS’ success rests on your success, we’re intensely committed to serving you.
- **Most relevant, up-to-date course content:** Our courses are developed in concert with R&D, reflecting the latest in SAS technology.
- **Customizable content:** We can custom-design courses based on your specific requirements and can incorporate your own data into courses at an additional cost.
- **Multiple delivery options:** On-site training can take place at your location or at one of our state-of-the-art training centers located across the U.S.
- **World-class instructors:** SAS’ certified instructors are recognized for their outstanding teaching skills and often are thought leaders in their area of instruction. Most SAS instructors have earned a SAS global certification credential and undergo a rigorous internal certification, on a chapter-by-chapter basis, for each course that they teach.

For the most up-to-date information and a listing of available courses, visit support.sas.com/onsite or contact your SAS Education Account Representative by phone at 800-333-7660 or e-mail training@sas.com.

On-Site Training Pricing

Standard fees

Course fees vary per individual course. Contact your Education Account Representative for pricing.

Additional fees

- \$180 (or \$225 for Six Sigma courses) per student, per day for each student over 15, not to exceed 20 students. (Exceptions: Some courses are limited to 15 students. Check with your Education Account Representative for details.)
- \$500 per day to present your course at a SAS training facility.
- \$1,800 per development day (\$900 half-day minimum) to develop customized course content designed to fit the unique needs of your organization.
- Travel expenses for SAS staff for each on-site course held at your location or at a SAS training facility.
- \$1,800 to \$2,400 per day to add mentoring services after your course for quicker results.

On-Site Training Guidelines

Please read and follow the guidelines below to ensure an optimal service experience.

Enrollment

A course description is provided to you for distribution to potential attendees. We strongly recommend that only those who have the appropriate prerequisite skills participate in the course.

Three weeks before scheduled training, you will be contacted to see if more than 15 students will be attending. An additional fee of \$180 per student per day for more than 15 students will be charged. For Six Sigma courses, the additional fee per student, per day for more than 15 students is \$225. Training will be limited to the number of seats available in a particular facility, with a maximum of 20 students unless otherwise mutually agreed upon. (Exceptions: Some courses are limited to 15 students. Check with your Education Account Representative for details.)

Class roster requirements

You will receive a hard-copy roster sheet with your confirmation pack. Students should complete the attendance verification for invoicing and diploma purposes. Give the completed forms to your instructor.

If requested, diplomas can be sent to you after the training as long as you have provided all pertinent student information.

Course materials

We will provide one copy of course materials for each attendee. Please note that all training materials are copyrighted and that duplication is not permitted.

Course hours

Standard course hours are from 9 a.m. to 5 p.m. daily, with 15-minute breaks in the morning and afternoon and one hour for lunch. The last day of the training ends at 4 p.m. If this does not fit your normal work schedule, please notify your Education Account Representative to make any necessary changes.

Software requirements

You are responsible for ensuring that the software required for conducting the training (if any) is properly licensed, installed, and available for access as necessary during class. Please allow adequate time to receive, sign, and return the short-term license agreement. You should contact your Education Account Representative to ensure that you have the necessary software and related components.

Class facilities

You are responsible for furnishing all facilities and equipment required to conduct the training, including but not limited to computer terminals, audiovisual equipment, and classroom space. All facilities must be safe and conducive to learning.

SAS training centers are available to rent for your on-site training at a fee of \$500 per day.

Computer workshops

We recommend that no more than two students use each terminal, PC, or workstation. Workshops are most beneficial when they are in a central location, convenient to the classroom, so the instructor can interact with students during the workshop sessions. Data will be sent to you before training begins. The preferred method of sending this data is via e-mail. If another method is necessary, please notify your Education Account Representative. Data should be loaded before the training so that students will have read/write access. Installation instructions are also provided.

Purchase orders

Payment by purchase orders will be accepted as an administrative convenience. Terms and conditions not agreed to in writing and signed on behalf of SAS do not apply.

Nondisclosure

We must receive any nondisclosure documents three weeks prior to any service. No training provider has the authority to sign a nondisclosure agreement on SAS' behalf upon arrival for training.

Expenses

Travel expenses for SAS staff are additional. Expenses include round-trip coach airfare, rental car including gas or local transportation, hotel and per diem meal expenses. Per diem is based on the Runzheimer Meal Lodging Cost Index.

Cancellation policy

You must cancel no later than 21 days before the scheduled training start date to avoid a 25% cancellation penalty (25% of the published applicable fee). To cancel, you should call your Education Account Representative. We will work on a best-effort basis to schedule alternative dates. Rescheduling training less than 21 days prior to the original start date is considered a cancellation of training, and the 25% penalty will be charged. In addition, please note that if nonrefundable airline tickets have been purchased at your request for SAS staff, your organization will be responsible for these expenses.

Recording devices

With the exception of accommodations made for disabled students, SAS strictly prohibits the use of audio or video recording devices during training sessions.



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To contact your local SAS office, please visit: www.sas.com/offices

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