

Training & Qualification Fact Sheet

April 30 , 2009



ORNL Computer Training

ORNL offers classroom, computer-based and web-based training through a subcontract with New Horizons.

Classes are held in the New Horizons Computing Center at Cedar Bluff:

9111 Cross Park Drive

Building C Suite 100

Knoxville, TN 37923

Classes are offered weekly and class cancellations are rare.

You may register yourself for class anytime!

Take a look at the New Horizons' class [schedule](#). To register for any of New Horizons' classes, call Todd Diedrick (New Horizons) at 692-0126. When you call New Horizons, you will need to do the following:

- identify yourself as an ORNL employee,
- provide your badge number, and
- provide your email address and the email address of your immediate supervisor.

It is the employee's responsibility to first get verbal approval from the appropriate supervisor before registering for a class.

The QSSD Training Management Group will update your SAP Training History after you complete the training at New Horizons.

Student Substitution / Cancellation Policy:

You may transfer or cancel your registration more than five (5) business days before an application class and ten (10) days before a technical class without charge. If you don't meet the cancellation requirements, New Horizons will apply your payment to the class for which you were originally scheduled. You may attend a future session of the same course within 6 months at no additional charge on a "space available" basis.

Map to [New Horizons](#)

Inclement Weather Policy

New Horizons stays up-to-date on weather conditions and forecasts during the winter months. New Horizons will contact the students if the classes will be delayed, postponed, etc.

If New Horizons makes the decision to proceed with the class and students are unable to attend due to inclement weather, New Horizons will not penalize the student.

ORNL Contact

Please send an email message to [Debbie May](#) or call 241-3970.

