

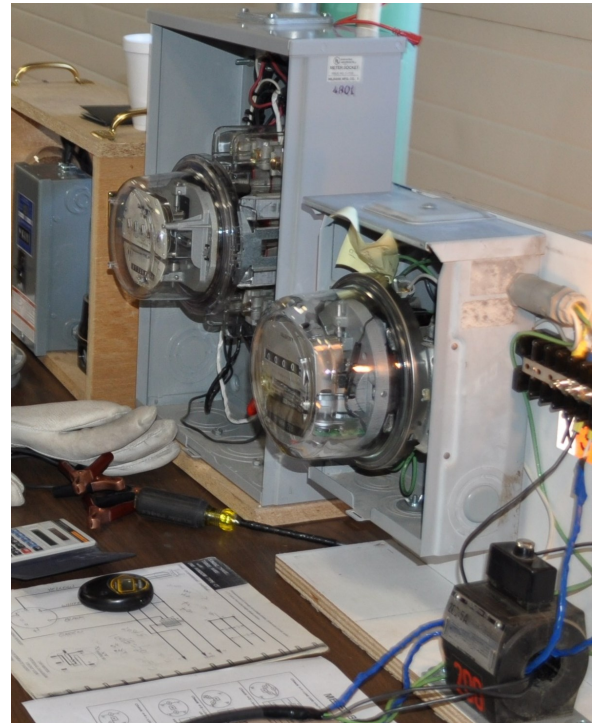
2016 Meter School and Basic Metering Pre-Conference

February 16-19, 2016
MMUA Training Center
Marshall, Minnesota

Sponsored by:
Minnesota Municipal Utilities Association
Minnesota Rural Electric Association
American Public Power Association

This year's Meter School will offer a choice of basic or advanced training. Students needing to learn the basics are encouraged to attend the pre-conference and then continue on into the Basic Meter School with more hands-on training.

Take a moment and carefully read through this brochure to make your reservations to attend!



About the Instructors

Larry Chapman of Chapman Metering will be on hand with his staff to partner with the instruction. Larry is a highly respected metering professional, working in the metering business his entire career! Larry has been instructing at the MMUA Meter School for a number of years.

Scott Murfield will also be on hand to partner with the instruction. Scott has spent 30 years in the electric utility business. Most recently, he was Regional Safety Coordinator for MMUA until his retirement. He holds certifications for Journeyman Lineman, Journeyman Electrician and Loss Control Professional.

Additional instructors to be announced.

Minnesota Municipal Utilities Association

3025 Harbor Lane North, Suite 400
Plymouth, MN 55447-5142

Phone: 763-551-1230

Fax: 763-551-0459

Web: www.mmua.org

E-mail: tneddermeyer@mmua.org

Training Center Mission: *To promote, perform, and enhance safe work environments in our municipal utilities, with the willingness to learn and pass on the passion of the craft.*

Pre-Conference Schedule

Tuesday, February 16

12:00—1:00 pm Registration
1:00—4:00 pm Classroom

Wednesday, February 17

8:30 am—12:00 pm Hands-On
12:00—1:00 pm Lunch

Meter School Schedule—Basic & Advanced

(concurrent sessions—participants must register for either Basic or Advanced)

Wednesday, February 17

12:00—1:00 pm Registration
1:00—4:00 pm Classroom
5:00—7:00 pm Metering Product Show

Thursday, February 18

8:30 am—12:00 pm Classroom/Hands-On
12:00—1:00 pm Lunch
1:00—4:00 pm Classroom/Hands-On

Friday, February 19

8:30 am—12:00 pm Classroom/Hands-On/Q&A

PRE-CONFERENCE – BASIC METERING

The Basic Meter Pre-Conference will use a combination of interactive classroom and hands-on training to present and reinforce the educational experience.

Pre-Conference will cover such topics as:

- Blondel's Theorem
- Definitions of common abbreviations
- Common metering formulas
- Self contained metering and troubleshooting

This class will provide a good foundation for those interested in continuing on with the Basic Meter School.

WHAT TO BRING ALONG?

Each student needs to bring the following:

- Safety Glasses
- Arc Flash Shield and Hard Hat (MMUA has a few shields that can be shared. DO NOT jeopardize employee safety by bringing the utility's only arc flash shield.)
- Voltage Meter
- Calculator
- FR Clothing
- Hand Tools for Meter Installation/Wiring

SOMETHING ELSE TO CONSIDER...

Individuals registered in an apprenticeship program may be able to use the hours from this school toward a portion of the apprenticeship program completion!

METER SCHOOL – BASIC

The Basic Meter course is aimed at electric personnel with little experience with electric meters. Training will build on the pre-conference session, and will include more hands-on training.

This course will cover topics including:

- Why do we have electric meters?
- Single Phase Meters
- Single Phase Meter Forms
- Current Transformers & Voltage Transformers
- PPE for Electric Meter Safety
- Electric Meter Safety
- Tools Needed for Working with Electric Meters
- Mounting Electric Meter Sockets
- Single Phase Socket Wiring
- Troubleshooting Electric Installations
- Theft of Electric Power

METER SCHOOL – ADVANCED

This course will use a combination of self corrected meter exam, interactive classroom and hands-on training to present and reinforce the instruction.

This session will cover such topics as:

- Meter Exam—self correct the exam to help focus your training needs
- Hands-on training—more than 15 different stations available to work through
- Troubleshooting—instructors will create problems or recreate problem scenarios encountered by the utility
- Question and answers all week long!

The flexibility of this class allows participants to progress at a pace that fits their abilities.

2016 Meter School & Pre-Conference

MMUA Registration Information

Registration Fees

Pre-Conference on Basic Metering

\$115 per student (members), \$265 per student (non-members) on or before February 2, 2016.

Meter School—Basic or Advanced

\$440 per student (members), \$690 per student (non-members) on or before February 2, 2016.

NOTE: All fees increase \$50 on February 3, 2016.

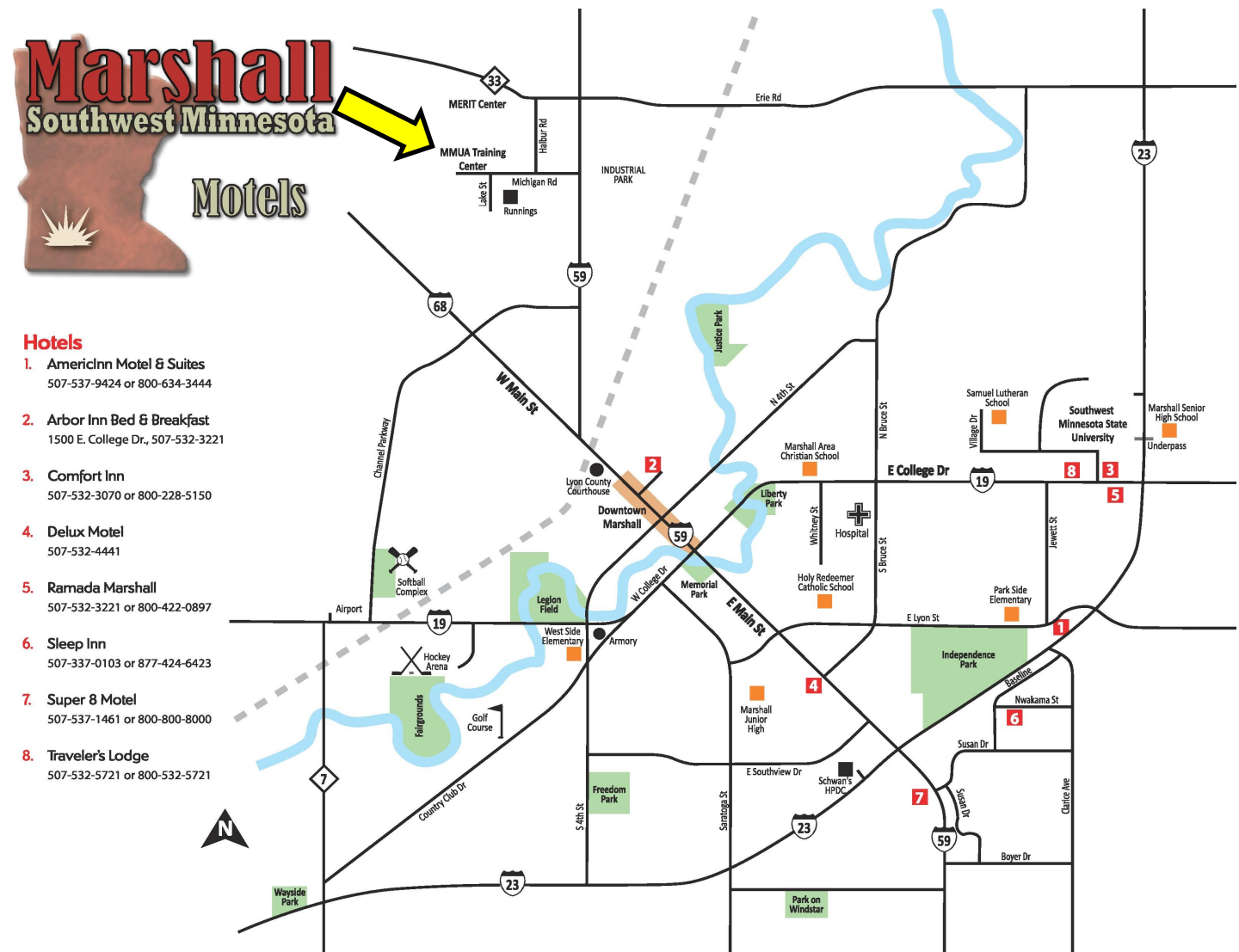
Registration fee includes: workshop tuition, materials, Wednesday lunch (pre-conference only), Thursday lunch, refreshment breaks and a certificate of attendance.

Cancellations/Refunds

MMUA charges a \$25 processing fee/person for registrations cancelled by February 2, 2016. MMUA must be notified by 4:30 pm on February 2, 2016 to qualify. *Sorry, no refunds issued for cancellations after February 2.*

Hotel / Motel Information - Marshall, MN

AmericInn and Ramada offer special pricing for participants. Just ask for MMUA's reduced rate when making your reservation. (Note: Yellow arrow indicates location of MMUA Training Center.)



2016 Meter School & Pre-Conference Registration Form

4421

Pre-Conference — February 16-17, 2016
Meter School — February 17-19, 2016

Location: MMUA Training Center
1004 Michigan Road
Marshall, MN 56258



Minnesota Municipal Utilities Association
3025 Harbor Lane North, Suite 400
Plymouth, MN 55447
Phone 763-551-1230
Fax 763-551-0459
www.mmua.org

Attendee Information

1. Name: _____

Email: _____

2. Name: _____

Email: _____

3. Name: _____

Email: _____

Class Selection *(select one)*

_____ Basic Metering Pre-Conference only

_____ Meter School only

_____ BOTH Pre-Conference and Meter School

If attending Meter School, INDICATE COURSE: Basic Advanced

Utility _____

Address _____

Primary Contact _____

REFUNDS: MMUA will issue a refund (less \$25 processing fee per person) provided MMUA is notified of the cancellation by 4:30 pm on *February 2, 2016*. *Sorry, no refunds after February 2.*

PHOTOGRAPHS: By registering for this event, I, the attendee named above, authorize Minnesota Municipal Utilities Association (MMUA) to photograph me at this event and use such photographs in MMUA marketing materials (both electronic and print). I understand that I will not be paid for giving this consent.

QUESTIONS: Please contact Theresa Neddermeyer by email tneddermeyer@mmua.org or phone 763-551-1230.

Registration Fees

Members:

- Pre-Conference - \$115
- Meter School (Basic or Advanced) - \$440

Non-Members:

- Pre-Conference - \$265
- Meter School (Basic or Advanced) - \$690

Note: On February 3, registration fees increase \$50/person.

Total Due: _____

Payment

- Check Payable to MMUA
- Bill Utility/Company
 - Purchase order _____
- Credit Card
 - Visa MasterCard Discover

Name as it Appears on Card

Cardholder's Signature

Credit Card Number

Expiration Date

Card Code on Back

**Registering
Is Easy!**

Online: www.mmua.org/event/meter-school-preconference-2016
www.mmua.org/event/meter-school-2016

Mail: Minnesota Municipal Utilities Association
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Plymouth, MN 55447-5142

Email: tneddermeyer@mmua.org

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Feb. 3**