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Dear Robyn McFadden:

This letter confirms your registration in the upcoming course, Disadvantaged Business Enterprise, starting on Tuesday, April 12, 2011. The training site is the Metropolitan Council Robert Street, located at 390 Robert Street North, Room LLB, St. Paul, MN. The complete course schedule is as follows:

April 12 (Tuesday) 8:30 am to 5:00 pm

April 13 (Wednesday) 8:30 am to 5:00 pm

April 14 (Thursday) 8:30 am to 5:00 pm

If you work at this location, please inform your supervisor that you are not available during the training period. We appreciate your cooperation.

Sign in will take place "at" 8:30 am on the first day. There will be mid-morning and mid-afternoon breaks, and an hour for lunch. Participants are responsible for their own meals. Dress is business casual.

If you are unable to attend this course, please Drop the course so that the seat can be made available to someone else. If you registered online for the course, to Drop a course Login to our website at www.ntionline.com and click on Drop Course located on the toolbar on the top of the page. If you did not register online, or you would be entitled to a refund, please contact me. Course cancellations must be made at least ten business days prior to the start of the class to receive a refund.

On behalf of NTI, I am delighted you will be participating in our program.

Sincerely,
Myrna Sirleaf
Program Coordinator, Transit Program Management & Compliance
732.932.1700 x 228
mmoore@rutgers.edu
The National Transit Institute

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This site was funded by a grant from the [Federal Transit Administration](#).