**DHI Classroom Series Justification Toolkit**

Because travel and training budgets may be limited, providing a strong justification for your attendance at educational events is more important than ever. Utilize this toolkit to identify key DHI Classroom Series benefits and a measurable return on investment.

**FAQ:**

**First of all, why should I attend?**

* For 50 years, DHI has provided industry leading education that students can take back to their companies for immediate application.
* Job security is significantly more likely having earned a certificate or certification through DHI.
* Your customers EXPECT it! In this highly customized industry, your customers want to speak to an expert familiar with the intricacies found on almost every project.
* Proven career advancement opportunities. Our education is a proven “force multiplier” when you partner it with industry experience. Stand out amongst your peers for career advancement simply by achieving any number of our certificate or certification offerings.

Remember, YOU are the most important resource in your career trajectory. Don’t look at this as a cost, but rather an investment for both you and the company that will benefit from your education experience.

**My company is concerned about overall cost and the time away from the office.**

* Concerned about time? You should never be too busy chopping wood that you forget to sharpen the axe. Whether you are new to the industry or have years of experience under your belt, our education offerings are a great way to gain industry knowledge fast and stay ahead of your competition on industry trends and changes.
* Worried about cost? Cost is relative as your return on investment over the months and years following the education event will come back many times over. Remember, if you don’t invest in education, chances are, your competition will.
* Before meeting with your supervisor, prepare a plan that shows who will cover your duties while you attend a DHI Classroom Series. This is important and shows initiative!
* Immediately upon return, share with your peers what you experienced and how much you learned. Student manuals and all course material handouts are yours to keep so you can always revisit your learning and even share with others as an in-house resource.
* While there are courses that last up to five days, many of our classroom series events offer concurrent offerings so you can take multiple courses within a single week of learning. Take advantage of these as often as you can to maximize your investment!

Contact [education@dhi.org](mailto:education@dhi.org) if you need additional information or support when drafting your request. We hope to see you in Dallas/Fort Worth this Fall!

**STEP 1. Review Talking Points**

Use these talking points to convey to your supervisor why you should attend the DHI Classroom Series in Dallas/Fort Worth.

***In-Demand Courses***

The [2025 DHI Fall Classroom Series](https://www.dhi.org/DHI/Events/Technical-Schools/DHI/Education/Technical-Schools.aspx) offers in-depth education taught by expert instructors. DHI’s course offerings are ideal for door security and safety professionals at all stages of their careers, and serve as building blocks for future learning.

* COR117 - Door, Frame, & Architectural Hardware Applications
* COR125 - Take-off & Estimating
* COR133 - Electrified Architectural Hardware
* AHC390 - Exam Prep
* AHC305 - Introduction to Specification Writing
* AHC307 - Advanced Detailing Doors, Frames, & Hardware
* AHC310 - Writing Door & Frame Specifications
* AHC315 - Writing Hardware Specifications
* EHC423 - Advanced Electrified Architectural Hardware
* CE1450 - Code Application Workshop: From Plans to Practice
* DAI600 - Fire and Egress Door Assembly Inspections + Exam
* WDT100 -Wood Door Technician Class

***Education That Fits Your Needs***

The 2025 Fall Classroom Series is part of DHI’s commitment to making the most in-demand classes more accessible to you, wherever you're at.

Whether you're looking to immerse yourself in the basics of door and frame applications or master electrified hardware, DHI’s Fall Classroom Series is where you can gain the skills needed to succeed. We’ve even added more classes than ever (including two brand-new courses) to provide more variety to better fit your needs.

***Expand Your Network***

One of the biggest benefits of attending a DHI Classroom Series is the opportunity to meet face-to-face with other door security and safety professionals. In Dallas/Fort Worth, you can network with peers and instructors in a smaller setting.

**STEP 2. Determine the Costs**

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| --- | --- |
| **Expenses** | **Cost** |
| COR117 - Door, Frame, & Architectural Hardware Applications  *Member: $2,399.00 | Non-Member: $2,799.00* COR125 - Take-off & Estimating *Member: $1,599.00 | Non-Member: $1,949.00* COR133 - Electrified Architectural Hardware *Member: $2,849.00 | Non-Member: $3,249.00* AHC390 - Exam Prep *Member:  $1,799.00 | Non-Member: $2,299.00* AHC305 - Introduction to Specification Writing *Member: $1,799.00 | Non-Member: $2,299.00* AHC307 - Advanced Detailing Doors, Frames, & Hardware *Member: $2,499.00 | Non-Member: $2,699.00* AHC310 - Writing Door & Frame Specifications *Member: $1,799.00 | Non-Member: $2,299.00* AHC315 - Writing Hardware Specifications *Member: $2,699.00 | Non-Member: $2,999.00* EHC423 - Advanced Electrified Architectural Hardware *Member: $2,699.00 | Non-Member: $3,199.00* CE1450 - Code Application Workshop: From Plans to Practice *Member: $599.00 | Non-Member: $799.00* DAI600 - Fire and Egress Door Assembly Inspections + Exam *Member: $2,749.00 | Non-Member: $3,199.00* WDT100 -Wood Door Technician Class *Member: $1,599.00 | Non-Member: $1,999.00* | $ |
| **Flight** Visit a travel website to estimate your flight cost. | $ |
| **Lodging** Attendees receive a discounted nightly room rate of $155 at the Dallas/Fort Worth Marriot Hotel & Golf Club at Champions Circle when [booking with DHI](https://www.marriott.com/event-reservations/reservation-link.mi?id=1731019279779&key=GRP&guestreslink2=true) before the cut-off date of August 18, 2025. | $ |
| **Transportation To and From Class** Calculate your travel expenses by choosing your preferred way to travel under “Getting There” on the [hotel website](https://www.marriott.com/en-us/hotels/dfwmc-dallas-fort-worth-marriott-hotel-and-golf-club-at-champions-circle/overview/). Uber and Lyft are readily available at the airport. | $ |
| **Mileage Reimbursement** Driving to the Fall Classroom Series or to the airport for your flight? Use [Google Maps](https://www.google.com/maps) to calculate the distance then multiply by 67 cents per mile (IRS standard rate). | $ |
| **Meals** Estimate how much any additional meals will cost. Please note that breakfast, lunch, and snacks are included in your registration. | $ |
| **Subtotal Per Person** | $ |
| **Total Number of Students Attending** |  |
| **Total Cost** | $ |

**STEP 3. Outline the Benefits**

When showcasing the benefits of attending a DHI Classroom Series, focus specifically on what you will bring back to your company as a return on their investment. Reference the [2025 Fall Classroom Series website](https://www.dhi.org/DHI/Education/Technical-Schools/DHI/Education/Technical-Schools.aspx?hkey=2dc9bd77-7277-455b-adf5-60b01fbdd0c4) and [Education Resource Guide](https://www.dhi.org/DHI/Education/Education-Resource-Guide.aspx) to assist in answering the below questions. Please note: DHI will continue to update the website with event details.

1. **What courses have particular relevance to the work you do?**
2. **Which classes can teach you a needed skill and/or help you achieve a certification?**
3. **Are there any instructors that you would benefit from hearing or working with?**
4. **What doors can networking events in Dallas/Fort Worth open for you and your company?**
5. **How could increasing your involvement with DHI benefit your career and your company?**

When considering these questions, keep these tips in mind:

* List specific courses and explain how they will impact your practices or company.
* Clearly make the connection between your needs and the benefits you are identifying.
* If the approver of your justification request is outside of your department, don’t assume they understand your goals or any technical terms. Spell out the impact for them.
* Passion is the best persuasion technique – let yours shine through in your letter.

**STEP 4. Draft Your Request**

Customize this letter to show the costs and benefits you outlined above.

Dear **<Approver’s name>**,

I would like to attend the [DHI Classroom Series](https://www.dhi.org/DHI/Events/Technical-Schools/DHI/Education/Technical-Schools.aspx) in Dallas/Fort Worth, Texas, Sept. 8-12, 2025. It’s the best way to expand my professional skillset, gain expertise, and network with my peers – all in one week.

This fall’s Classroom Series features a wide variety of courses that will provide me with foundational technical knowledge, like **<1-2 course titles>**. I am confident what I learn will be directly applicable to my work and advance my development as a door security and safety professional.

In addition to the educational benefits, the Fall Classroom Series is a great way to meet seasoned instructors and expand my network.

In order to attend this Classroom Series and achieve my goals, I am seeking coverage of **<total amount you need>** for the following expenses:

Course registration: **<$xxxx>**  
Round-trip airfare: **<$xxxx>**  
Transportation: **<$xxxx>**  
Hotel: **<$xxxx>**  
Meals: **<$xxxx>**

The opportunity for me to develop skills in specific areas of doors and hardware makes my attendance at the DHI Classroom Series in Dallas/Fort Worth a wise investment that will benefit our company.

Please let me know if you have any questions, or would like more information on this opportunity**.**

Sincerely,

**<Your name here>**