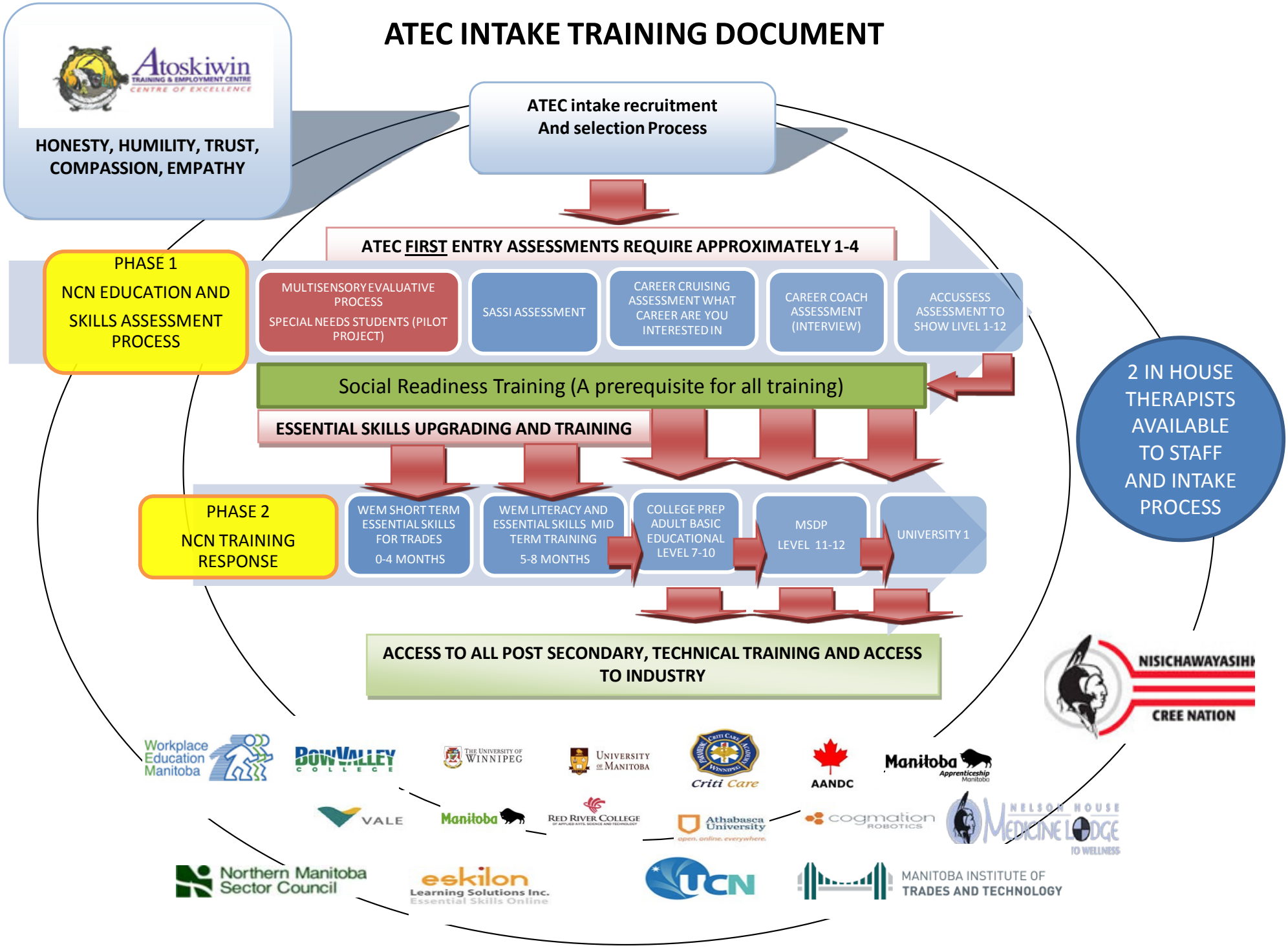ATEC INTAKE TRAINING DOCUMENT