

YEAR-END BONUS!

BUY 2, GET 1 FREE



You've really gone above and beyond this year, so NCHM would like to offer you a special year-end bonus: Pay for two registrations to any December NCHM training event and get a third one free! See below for eligible events. Share the love with two colleagues – or maybe just treat yourself to a third webinar at no charge. Hey, you've earned it!

Valid for new registrations only. Cannot be combined with other discounts.

DECEMBER EVENTS

Blended Occupancy Specialist (BOS)

Dec. 6-8.....Houston TX
Dec. 6-8.....San Juan PR

Certified Financial Specialist (CFS)

Dec. 6-7.....Phoenix AZ

Certified Manager of Housing (CMH)

Dec. 6-7.....Ft. Lauderdale FL
Dec. 13-14.....Oakland CA

Certified Manager of Maintenance (CMM)

Dec. 4-5.....Ft. Lauderdale FL
Dec. 11-12.....Oakland CA

Certified Mgr. of Senior Housing (CMSH)

Dec. 6-8.....Chicago IL

Certified Occupancy Specialist (COS)

Dec. 4-6.....Boston, MA
Dec. 4-6.....New York, NY
Dec. 6-8.....Anchorage, AK
Dec. 13-15.....Birmingham AL
Dec. 13-15.....Cleveland, OH
Dec. 13-15.....Houston, TX
Dec. 13-15.....Philadelphia, PA
Dec. 18-20.....Indianapolis, IN
Dec. 18-20.....Orlando, FL
Dec. 18-20.....Portland, ME

COS Advanced (COSA)

Dec. 5-7.....Online training

Certified Voucher Specialist (CVS)

Dec. 19-22.....Online training

EIV A-Z

Dec. 5.....San Juan PR
Dec. 5, 6, 7.....Online training
Dec. 12.....Philadelphia PA

Fair Housing Specialist (FHS)

Dec. 19-21.....Online training

MOR Specialist (MORS)

Dec. 12-14.....Online training
Dec. 18-19.....Atlanta GA

Spotlight On Live Webinars

Dec. 5.....Managing HOME Program Eligibility
Dec. 5.....Managing Rural Dev. Program Eligibility
Dec. 7.....HOME Recerts & Over-Income Households
Dec. 7.....Preparing for an RD Supervisory Visit
Dec. 12.....Capital Planning & Replacement Reserves
Dec. 12.....Breaking News: TRACS 203A
Dec. 14.....Practical Preventive Maintenance
Dec. 14.....Improving Senior Housing with Technology
Dec. 19.....Is Independent Living Illegal?
Dec. 19.....Special Claims
Dec. 21.....REAC Inspections: An Overview
Dec. 21.....HUD Final Rule on Smoke-Free Housing

Tax Credit Specialist (TCS)

Dec. 6-8.....Boston, MA
Dec. 6-8.....New York, NY
Dec. 13-15.....Baltimore, MD
Dec. 13-15.....Sacramento, CA
Dec. 18-20.....Burlington, VT
Dec. 18-20.....Minneapolis, MN

Tax Credit Specialist Advanced (TCSA)

Dec. 12-14.....Online training



Event Registration

- Mail form/payment to: NCHM, 333 North 1st St., #305, Jacksonville Beach, FL 32250
- Or register online at nchm.org, by phone (800-368-5625) or by fax (904-372-2324)

Course: _____ Location: _____ Course date(s): _____

Participant 1: _____ Email*: _____
 Participant 2: _____ Email*: _____
 Participant 3: _____ Email*: _____

**** A valid email address is required to ensure timely receipt of important event information, including test results.**

CHECK APPLICABLE: Management Organization Site Organization type: Management agent PHA HUD
 Organization or site name: _____ Street/suite #: _____
 City/State/Zip: _____ Phone: _____ Fax: _____

Payment options

A check in the amount of _____ is enclosed Please apply the credit on my account Please send me an invoice
 Credit card: VISA MC AMEX Amount: \$ _____ Card #: _____ Exp. date: _____
 Cardholder name: _____ Signature: _____ Email: _____
 Billing address: _____ Phone: _____

Program costs Please check appropriate circle	Regular <i>(Registrant is not actively certified by NCHM)</i>	Actively certified <i>(Earned NCHM certification or paid renewal fee w/in past year)</i>
Classroom programs		
Classroom program with certification exam	<input type="radio"/> \$825	<input type="radio"/> \$755
Classroom program without certification exam	<input type="radio"/> \$675	<input type="radio"/> \$605
Class re-take (if you failed an exam in the past year)	<input type="radio"/> \$660	<input type="radio"/> \$605
Exam day re-test (If you failed an exam in the past year)	<input type="radio"/> \$265	
COS/COS Prep Bundle	<input type="radio"/> \$875	<input type="radio"/> \$805
COS exam retest/COS Prep Bundle	<input type="radio"/> \$325	
Mini Crash Course (CMM and CMH)	<input type="radio"/> \$1,550	<input type="radio"/> \$1,410
1-Day Workshops (EIV 1-Day, Fair Housing Essentials)	<input type="radio"/> \$375	<input type="radio"/> \$325
Online programs and webinars		
COS Advanced, TCS Advanced, MORS, FHS, CVS, RHS	<input type="radio"/> \$675	<input type="radio"/> \$625
EIV A-Z	<input type="radio"/> \$375 (3-session bundle) / <input type="radio"/> \$150 (each, non-bundled)	
Spotlight On live webinars (90 minutes)	<input type="radio"/> \$115	
RHM Independent Study (NCHM certified individuals only)	<input type="radio"/> \$750	
Framed certificate Receive certificate in wood and glass frame	<input type="radio"/> \$30+\$8H	
A late fee of \$50 is applied to registrations received within seven days of the scheduled event to cover shipping and setup-related charges.		

CANCELLATION POLICY:

Full refunds will be provided if written cancellation requests are received no later than **30 days** prior to the start of the program. Cancellation requests received less than **30 days** before the start of the program are subject to the full registration fee, which may be applied toward a future event for an additional administrative fee of \$200. **Please note: If you do not cancel and do not attend, you are still responsible for payment.**

Substitutes (any person replacing a currently registered student at the same class, location and dates) will be processed without penalty. All substitutions must be received in writing prior to the start of the program.

NCHM will issue a Confirmation of Cancellation letter upon processing a cancellation request. If registrants do not receive this confirmation letter, it is their responsibility to confirm that NCHM has received the cancellation request no later than 30 days prior to the start of the event. NCHM is not responsible for expenses incurred as a result of a program cancellation, rescheduling, or Acts of God (i.e., natural disaster, national emergency, or an event which makes holding the training impossible). NCHM reserves the right to change this policy without prior notice. All registrations received less than 30 days prior to the start of the program are still bound to this cancellation policy.

PAYMENT: The full amount for the program is due no later than 14 days prior to the start of the course. If payment cannot be issued by this date, it is the registrant's responsibility to contact NCHM immediately to make payment arrangements. NCHM will not cancel registration based on non-payment prior to the start of the course. A \$25 fee will be charged for returned checks.

HOTEL INFORMATION: Courses are not guaranteed to run until a minimum registration requirement has been fulfilled. Once the minimum has been met, site selection will be made no later than two weeks prior to the program. The cost of meals and hotel accommodations are not included in the registration fee. NCHM makes no guarantee of lodging availability.

LANGUAGE: All programs are taught in English. A Spanish translator will be provided in Puerto Rico.

REGISTRATION CONFIRMATION: NCHM will send written confirmation once registration is processed. It is the registrant's responsibility to contact NCHM to obtain the confirmation letter if it is not received prior to the scheduled event.

NON-DISCRIMINATION: NCHM admits students without regard to race, sex, color, national or ethnic origin, or disability to all of the rights, privileges, programs, and activities generally accorded or made available to students at NCHM. We do not discriminate on the basis of race, color, sex, national or ethnic origin or disability in the administration of our educational, admissions, or employment policies.

Required signature Form cannot be processed without signature of authorized payer (student or supervisor who approves training expenditures)

I have read and agree to be bound by the terms and conditions set forth on this registration form. In addition, I am authorized by the organization listed above to incur these charges on its behalf. (If you are not authorized, please have an authorized person sign this section of the registration form.)

Signature: _____ Printed name: _____ Email: _____