2012 Registration Form

☐ Member ☐ Non-Member

Easy Ways to Register

1. Online at www.CACM.org
The CACM website is the most expeditious way to register. Pay by credit card, debit card or e-check. Members must sign in to receive member discount.

2. Email form to registration@cacm.org
Complete the registration form, scan and attach it to your email.

3. Fax to 949.916.5557
Complete the registration form and fax, with credit card payment, to CACM.

4. Mail to CACM
Complete the registration form and mail, with payment, to:
CACM, 23461 South Pointe Dr., Suite. 200
Laguna Hills, CA 92653.

NOTE: A CONFIRMATION is provided after successful registration for a course or event. If you do not receive an email confirmation, your registration was not received. Please bring your confirmation to the course or event.

Registration forms must be accompanied by your check, money order or credit card information. Those received without payment will NOT be processed.

Course Refund Policy: The course fee is 90% refundable if cancellation request is received at least two weeks prior to the course presentation.

The course fee is 50% refundable if cancellation request is received less than two weeks, but more than one week, prior to course presentation.

No refund will be issued after one week prior to course presentation.

Course Transfer Policy: A $25 transfer fee will be charged to transfer to a different class if the transfer request is made no later than one week prior to the class in which the registrant was originally enrolled. Course registrations may be transferred only one time. No transfers will be available after one week prior to course presentation.

Retakes: Any exam that is not passed may be repeated for a cost of $25. All retakes must be completed within six months of original test date. Retake of full course is required after six months.

DRE Credit: All CCAM certification courses (BAM Series, CA Law Series and Ethics for Community Managers) and the Law Seminars are approved for continuing education credit by the California Department of Real Estate (Sponsor 3012). However, this approval does not constitute an endorsement of the views or opinions that are expressed by the course sponsor, instructor, authors or lecturers. Students seeking DRE credit should be prepared to show picture identification and provide CACM with a DRE license number. Students requesting DRE credit are required to attend at least 90% of the course and pass the exam with a grade of 70% or better. The DRE has a course and instructor evaluation available on their website at www.dre.ca.gov.

COMPANY NAME (Please print clearly) _____ ATTENDEE NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE/FAX _____ EMAIL (required) _____

PAYMENT METHOD: (CHECK ONE)
☐ Check ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

☐ Yes, please email a credit card receipt.

CARD NO. _____

AUTHORIZED SIGNATURE _____ CARDHOLDER NAME _____ EXP. DATE _____ BILLING ZIP CODE _____

Course/Event Name	Location	Date	Fee

Total Due _____

California Association of Community Managers, Inc.
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