



CACM Private Offering Policy

- Private Offerings will be scheduled with a minimum of 10 manager students. There is no requirement that all managers be from the same company.
- Private Offerings yield a discounted course fee for employees of CACM Business Members:
 - Save 15% per CACM Pro or ProPlus Member for courses of 10 or more attendees. There is **no** discount for non-members.
- All course fees must be received 21 days prior to the course start date.
- CACM suggests at least 90 days' advance notice to request a course. The requested date for a Private Offering cannot conflict with a regularly scheduled CACM offering.
- All costs related to the Private Offering – food, refreshments, audiovisual equipment, etc. – are borne by the company requesting the Private Offering.
- The hosting company must provide an adequate facility for the course(s) – including but not limited to adequate accessibility for the proposed course(s) and students, sufficient classroom style seating space for each student, audio-visual equipment as required for the particular course(s) requested, and a whiteboard or chalkboard. Additionally, the environment should be such that the course(s) can be conducted without disturbances. CACM reserves the right to inspect the proposed facility. **All classroom set up, including A/V equipment and refreshments, must be complete at least 30 minutes prior to the course start time.**
- Hosts are to install Windows Media Player on their computers if they are bringing in the following courses: Advanced Ethics and/or Enhance Your Professional Presence.
- A request for a Private Offering does not guarantee scheduling of a program. Scheduling may be limited by any number of factors including but not limited to instructor availability and conflicts with regularly scheduled offerings.
- A \$25 change fee will be applied to each transfer after course fees have been paid.
- Cancellations must be received in writing via mail or email (registration@cacm.org). The course fee is 90% refundable (less change fee) if the cancellation request is received at least two weeks prior to the course presentation. The course fee is 50% refundable (less change fee) if the 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 or if the cancellation brings the attendee count below 10.
- In order to receive CEUs for the course, individuals must be in attendance for at least 90% of the course.

Contact Berkeley Teter, Instruction Administrator at (949) 916-2226, ext. 321 or berkeley@cacm.org for further information.

California Association of Community Managers, Inc.SM

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