

# 2017 Registration Form

## For Management Professionals

Please Check: Member  Non-Member

### Three Easy Ways to Register

#### 1. Online at [www.cacm.org](http://www.cacm.org)

Online is the most expeditious way to register. Register through your member portal or from the calendar and pay with your credit card, debit card or e-check. Members must sign in to receive member discount.

#### 2. Email this form to [registration@cacm.org](mailto:registration@cacm.org)

Complete this fillable registration form, scan and attach it to your email.

#### 3. Mail to the CACM Office

Complete the form with payment, send to;

CACM  
23461 South Pointe Dr., Ste.200  
Laguna Hills, CA 92653

**NOTE:** A confirmation will be sent to the email we have on file or alternate located below after registration. If you do not receive a confirmation one week prior to the course please contact [registration@cacm.org](mailto:registration@cacm.org).

Registration forms must be accompanied by payment. Those received without payment will NOT be processed.

**Refund Policy:** Cancellations must be received in writing via mail or email ([registration@cacm.org](mailto:registration@cacm.org)) prior to the course presentation. The registration fee is 90% refundable if the cancellation request is received at least two weeks prior to the course presentation. The registration fee is 50% refundable 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, nor after the course has started.

**Course Transfer Policy:** For a \$35 transfer fee, a course registrant may make a one-time transfer to a different class if the transfer request is made at least one week prior to the course in which the registrant was originally enrolled. No transfers will be available after one week prior to the course. In addition, course registrations can only be transferred one time, and they must be done within the same calendar year.

**Retake:** A course exam that is not passed may be repeated for a cost of \$35. All retakes must be completed within six months of original test date. A retake of the full course is required after six months.

**Late Fee:** If a registration is received at our office after online registration has closed, will be charged an additional \$35 administration fee.

CACM Courses are for community management professionals only.

Company Name

Address

Phone

Card No.

Authorized Signature

Card Holder Name

Course/Event Name

Attendee Name (required)

City/State/ZIP

Attendee Email (required)

Security Code

EXP. Date

Billing ZIP Code

Alternate Receipt Email Address

Location

Date

Fee

Total Due

