

CACM REGISTRATION FORM

FOR INDUSTRY PARTNER

Only industry partner members can register for courses.

INDUSTRY PARTNER REGISTRATION

Please print clearly.

ATTENDEE NAME (REQUIRED)

COMPANY NAME

ADDRESS

CITY STATE ZIP

ATTENDEE EMAIL (REQUIRED) PHONE

PAYMENT METHOD Full payment must accompany this form.

Amex Discover Mastercard Visa

CARD NUMBER

CVV EXPIRATION DATE BILLING ZIP CODE

CARDHOLDER NAME

AUTHORIZED SIGNATURE

ALTERNATE RECEIPT EMAIL ADDRESS

COURSE/EVENT NAME	LOCATION	DATE	FEE
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TOTAL DUE _____

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

CANCELLATION POLICY

Cancellations must be received in writing via mail or email (registration@cacm.org) prior to the course presentation. 90% of the course registration fee will be credited to the member's account if the cancellation request is received at least two weeks prior to the course date. 50% will be credited to the member's account if the cancellation request is received less than two weeks.

Please Note: The applied credit must be used within 1 calendar year from the date it is issued.

COURSE TRANSFER POLICY

In the event a member has a conflict with an original course registration date, the registration for that course may be transferred to a future date for a \$40 transfer fee. In addition, course registrations can only be transferred one time, and they must be done within the same calendar year.

NO SHOW FEE

It is the Member's responsibility to communicate with the CACM Education Team prior to the start of first course session should that member be unable to attend class. Failure to do so is considered a "no show" and will result in a \$50 "no show" fee.

EXAM RETAKE

In the event a member does not pass a required certification exam, the course exam must be retaken. A \$40 retake fee will be charged. The retake must be completed within 1 calendar month of notification that the retake is needed. Only 1 retake opportunity may be exercised by a member before re-enrollment in the course will be required.

Please Note: In the unlikely event that this retake is not deemed as passing, the member will be required to retake the course and an additional registration fee will be incurred.

THREE EASY WAYS TO REGISTER

1. Online: 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 or debit card. Members must sign in to receive member discount.

2. Email this form to 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



California Association of Community Managers, Inc.

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

949.916.2226 | info@cacm.org | www.cacm.org