

CACM REGISTRATION FORM FOR MANAGEMENT PROFESSIONALS

PLEASE CHECK:

- Member
- Non-Member

THREE EASY WAYS TO REGISTER

1. Online at 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

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

CACM Courses are for community management professionals only.

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.

PLEASE FILL IN ALL FIELDS BELOW (* indicates mandatory fields)

COMPANY NAME _____
ATTENDEE NAME* _____
STREET ADDRESS* _____
ADDRESS LINE 2 _____
CITY* _____ STATE* _____
ZIP/POSTAL CODE* _____ COUNTRY _____
PHONE* _____
ATTENDEE EMAIL* _____

PAYMENT METHOD (please check one)

Amex Discover Mastercard Visa

Please email a credit card receipt to: _____
Alternate Receipt Email Address: _____
CARD NUMBER _____ CVV _____
EXPIRATION DATE _____ BILLING ZIP CODE _____
CARDHOLDER NAME (PRINT CLEARLY) _____
AUTHORIZED SIGNATURE _____

COURSE/EVENT NAME	LOCATION	DATE	FEE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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.

California Association of Community Managers, Inc.

23461 South Pointe Dr., Ste. 200, Laguna Hills, CA 92653
949.916.2226, ext. 318 | membership@cacm.org | www.cacm.org