# 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.

**COURSE CANCELLATION POLICY** Cancellations must be received in writing via email at registration@cacm.org at least 3 days prior to the course start date. The registration fee will be credited to the purchaser's account. Course cancellations will not be accepted after the course has transpired and the registrant will need to re-register for their desired course (registration fees apply).

**COURSE TRANSFER POLICY**

In the event a registrant 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. It is the registrant's responsibility to notify CACM at least 3 days in advance should they want to transfer to an alternate course offering. If notified less than 3 days, the registrant will need to re-register for their desired course (Registration fees apply). Course transfers will not be accepted after the course has taken place. In addition, course registrations can only be transferred one time, and they must be done within the same calendar year.

**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.*

Revised 10/28/2025

**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