2010 BMI Certification Review Course Registration Form

PLEASE PRINT OR TYPE

Date: _____ Membership No.: _____

Name: _____ Nickname (for badge): _____ Club or Business: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Shipping Address (if different from club address): _____

_____

This course prepares managers to take the CCM exam. It is recommended only for managers who will take the exam within one year of completing the course. You must be near completion of the study guide to take the exam.

❑ San Diego, CA, February 3 – 7, 2010

Fee Information

❑ If you are taking the course for the 2nd, 3rd, etc., time	$1,000
❑ If you have already purchased the mandatory Study Guide	$1,400
❑ If you are registering and will need the mandatory Study Guide	$1,465

Please Note: The fee for the Certification Review Course does not include the necessary $75 petition fee, which must be remitted with your official Certification Petition or the required $195 exam registration fee, which you must remit to CMAA Headquarters to take the CCM exam.

These dates and prices are subject to change.

METHOD OF PAYMENT ❑ Check (payable to CMAA)

❑ Personal Card ❑ Club Card ❑ American Express ❑ VISA ❑ MasterCard

Card Number: / / / / / / / / / / / / / / / / Exp. Date: _____/_____

Signature: _____ Amount to be Charged: $

Billing ZIP Code: _____

MAIL Credit Card and Check Payments to:
Club Managers
Association of America
PO Box 1918
Merrifield, VA 22116-1918

Note: Electronic registrations can be accessed at *www.cmaa.org* or fax registrations to (703) 739-0124 (with credit card payments only). Do not duplicate registrations by faxing and mailing a hard copy to the CMAA lockbox. Double charges may be incurred.

The registration policy for education programs requires payment by check or processed credit card at the time of registration. Cancellation of registrations will be accepted with no penalty until 90 days prior to the start of a program. Any changes, cancellations, or transfers between 61-90 days from the start of a program will be subject to a 10 percent penalty per registration. Additionally, changes or transfers 31-60 days prior to the beginning of a program will be subject to a 20 percent penalty per registration. No refunds will be given and no transfers will be allowed after 5:00 p.m. Eastern Time 30 days prior to the start of a program. All cancellations, as well as requests to change class dates or programs, must be submitted in writing to the CMAA National Headquarters by the individual whose name appears on the registration. Cancellations by phone or in writing by any party other than the class attendee will not be accepted, regardless of the initial payer. Extenuating circumstances in this case, will be reviewed by the Chief Operating Officer or the Chief Executive Officer of CMAA. An administrative fee of $15 will be charged for all 100 percent refunds.

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