

# Training Institute Registration and Accommodation Information

## REGISTRATION

The early registration deadline is **March 8, 2005**. If we receive your registration form after this date, you may register until March 28, 2005, or at the on-site registration booth in Minneapolis and pay a \$50 late fee. Locate the courses you wish to take on the course schedule and indicate your first and second choices for each day on the registration form, using the course numbers only. Fill out the rest of the form and mail or fax it to the Training Institute. Register early — classes fill up quickly! Or you may register at [www.nw.org/training](http://www.nw.org/training); click the Minneapolis Institute link and follow the instructions. You may call (800) 438-5547 to learn the latest information on course availability. Register early; we cannot guarantee that on-site registrants will be able to enroll in the classes of their choice. We recommend you do not confirm your air travel until you receive the Training Institute's confirmation of your enrollment in selected courses.

## PAYMENT POLICY

Tuition for NeighborWorks® Training Institute is \$185 per day plus a \$50 nonrefundable, nontransferable registration fee (a \$50 late fee will be added if you register after March 8, 2005). Tuition includes your courses and materials, afternoon workshops, networking opportunities, daily continental breakfast and refreshments. Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express. If your organization requires a purchase order, we will bill you and hold your registration form until March 28, 2005, to allow for receipt of payment. If we are unable to confirm course selections that meet your satisfaction, we will promptly refund your payment. All tuition and registration payments must be received in full before *obtaining a confirmation packet prior to the Training Institute*. On-site registration for the Training Institute begins Sunday, April 17, 2005, at 3 p.m. at Hilton Minneapolis. Registration will continue daily starting at 7 a.m.

Neighborhood Reinvestment Corporation's Tax ID is 52-1148078.

## REFUND/CANCELLATION POLICY

You must provide notice of cancellation at least three weeks (**March 28, 2005**) prior to the event to receive a tuition refund. If cancellation notice is received less than three weeks and up to five business days before the start of the event, Neighborhood Reinvestment will assess a \$150 cancellation fee and provide a tuition credit voucher for the balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. NeighborWorks® Training Institute reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is canceled, Neighborhood Reinvestment is not liable to you for any other damages, including, without limitation, any obligation to provide a refund for any travel and/or lodging costs associated with attending any NeighborWorks® Training Institute or other direct, indirect or consequential damages.

## TUITION SCHOLARSHIPS

Tuition scholarships are available to assist staff, board members and other volunteers of nonprofit organizations. Please call us at (800) 438-5547 for a scholarship application or go to [www.nw.org/training](http://www.nw.org/training). Scholarship applications must be received by **February 15, 2005**.

## SUBSTITUTION POLICY

Substitution requests will be accepted up to three weeks prior to the event (**March 28, 2005**).

## ACCOMMODATIONS

The Training Institute's headquarters hotel in Minneapolis is the Hilton Minneapolis, 1001 Marquette Avenue, (612) 376-1000 (p), (612) 397-4875 (f). A number of sleeping rooms are available for Institute participants on a first-come, first-served basis at a special rate of \$134 plus 13% city tax. Other nearby hotels offering a first-come, first-served block of Training Institute sleeping rooms at this rate are the Millennium Hotel Minneapolis, 1313 Nicollet Mall, (612) 332-6000 (p), (612) 359-2164 (f) and the DoubleTree Guest Suites, 1101 LaSalle Avenue, (612) 332-6800 (p), (612) 332-8246 (f). Please call the hotel directly to reserve your room, and mention you are attending the NeighborWorks Training Institute.

## SPECIAL NEEDS

If you have special needs addressed by the Americans with Disabilities Act, please notify the Training Institute at least one month before the Institute.

## ATTENDANCE AND CERTIFICATE POLICY

Courses start promptly at 8:30 a.m. and conclude at 4 p.m. Certificates of completion are awarded only to participants who complete 100 percent of the course.

## PROFESSIONAL CERTIFICATES AND CONTINUING EDUCATION UNITS

For more information on details of the program, visit [www.nw.org/training](http://www.nw.org/training) or e-mail [nti@nw.org](mailto:nti@nw.org). You can also earn a Certificate of Professional Recognition in homebuyer education. Continuing education units for all courses are available upon request.

## ARM CERTIFICATION

Earn Accredited Residential Manager (ARM) certification from the Institute of Real Estate Management. The ARM qualifying exam will be offered Saturday, April 23, 2005, for participants completing courses AM201, AM203 and AM205 (\$60 application fee required, by check or money order payable to IREM, to be presented to the faculty of the course at the Institute). See the course descriptions listed in this brochure under Asset Management courses starting on page 11.

## CHAM™ PROFESSIONAL DESIGNATION PROGRAM

The Consortium for Housing and Asset Management (CHAM) is a collaboration of the three leaders in the fields of nonprofit affordable housing production and community development: Local Initiatives Support Corporation, The Enterprise Foundation and Neighborhood Reinvestment Corporation. Earn a professional designation by attending select courses at the NeighborWorks® Training Institute and the Nonprofit Housing Management Specialist courses. By attending select courses in the Asset Management and Affordable Housing tracks, you can start earning your Professional Designation.

For more details and an application form for the designation program and the NHMS courses, visit [www.cham.org](http://www.cham.org). For select courses at the Training Institute, call (800) 438-5547 or (202) 220-2454 or visit our Web site at [www.nw.org](http://www.nw.org).

Phone: (800) 438-5547 or (202) 220-2454 ■ Fax: (202) 376-2168 ■ E-mail: [nti@nw.org](mailto:nti@nw.org)



# Registration Form

(Please print or type. Incomplete forms will not be processed.)

First Name On Your Badge Preference \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

- Check if you do NOT wish to receive e-mail from us regarding Training Institute events and programs.
- Check if you have special needs addressed by the Americans with Disabilities Act. Please specify: \_\_\_\_\_
- Check if you have attended a Training Institute before.

### Which of the following best describes your organization?

- government agency    community-based development organization    financial institution    tribal government or tribal nonprofit
- faith-based organization    other \_\_\_\_\_

### Which of the following best describes your position?

- housing development staff    nonprofit organization manager    property manager    economic development staff
- community reinvestment staff    other \_\_\_\_\_

Check if you are a  board chair    board treasurer    board member

### How long have you been in your current position?

- Less than 1 year    1–2 years    3–4 years    5–9 years    10 or more years

### How many years have you been involved in the community development field?

- Less than 5 years    5–9 years    10 or more years

### Which of the following best describes your race? Please choose all that apply.

- American Indian or Alaska Native    Asian    Black or African-American    Hispanic or Latino
- Native Hawaiian or Other Pacific Islander    White    Other
- Check if you work in a HUD-approved counseling agency. Your HUD number \_\_\_\_\_

### COURSES REQUESTED

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

	Monday and Tuesday	Wednesday	Thursday and Friday	Total number of days	Tuition per day	Tuition and fees
First choice	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	x \$185 = \$	_____
Second choice	<input type="text"/>	<input type="text"/>	<input type="text"/>			
						<b>50.00</b>
						Non refundable/nontransferable/registration fee \$ _____
						Computer lab fees (see course descriptions) \$ _____
						Nonrefundable/nontransferable late fee (\$50 after March 8, 2005) \$ _____
						Total due \$ _____



**Payment must accompany your registration form. Faxed registrations must include credit card information. See payment policy.**

### PAYMENT INFORMATION

- Check enclosed (payable to Neighborhood Reinvestment). Check number \_\_\_\_\_
- Purchase order attached. Purchase order number \_\_\_\_\_  
(Purchase orders will be accepted until March 21, 2005.)
- Visa    MasterCard    American Express Card # \_\_\_\_\_ Exp. date \_\_\_\_\_
- Name as it appears on card \_\_\_\_\_
- Authorized signature \_\_\_\_\_
- Fax registration with credit card information to: (202) 376-2168

On occasion, Neighborhood Reinvestment Corporation shares your name and address with other organizations that are involved in nonprofit management and community development so that they may send you information about other products and services that may be of interest to you. If you are not interested in having us share your name, address, telephone number, fax number and e-mail address with such organizations, please check the circle to the left of this disclosure statement. Rest assured that Neighborhood Reinvestment Corporation honors your privacy and respects your wishes.

**OR**  
 Mail registration and payment to: Neighborhood Reinvestment Training Division, Dept. 167  
 Washington, DC 20055-0167