



A REGIONAL TRAINING INSTITUTE • FEBRUARY 7-11, 2005 • DENVER, COLORADO

Registration Form

Priority registration before December 14, 2004 will be extended to individuals from the states of Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Texas, Utah and Wyoming.

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

First Name Preference On Your Badge _____

Mr./Ms. _____ Title _____
Last Name First Name

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 or ethnicity? 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

COURSES REQUESTED

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

	Monday/ Tuesday	Wednesday	Thursday/ Friday	Total number of days	Tuition per day	Tuition and fees
First choice	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	x \$175 = \$	_____
Second choice	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Nonrefundable/nontransferable/registration fee						\$ 50.00
Nonrefundable/nontransferable late fee (\$25 after December 27, 2004)						\$ _____
Total due						\$ _____

**REGISTER BY
DECEMBER 27, 2004
AND SAVE!**

Payment must accompany your registration form. Faxed registrations must include credit card information. See payment policy on page 14.

PAYMENT INFORMATION

- Check enclosed (payable to Neighborhood Reinvestment). Check number _____
- Purchase order attached. Purchase order number _____
(Purchase orders will be accepted until January 18, 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

OR

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

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.

Catalog Code: 05DERTI

Registration and Hotel Information

Priority registration before December 14, 2004 will be extended to individuals from the states of Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Texas, Utah and Wyoming.

REGISTRATION

The early registration deadline is **December 27, 2004**. If we receive your registration form after this date, you may register until January 18, 2005, or at the on-site registration booth in Denver and pay a \$25 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; click the Denver 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 the Regional NeighborWorks® Training Institute is \$175 per day plus a \$50 nonrefundable, nontransferable registration fee (a \$25 late fee will be added if you register after December 27, 2004). 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 December 27, 2004, 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 on Sunday, February 6, 2005, from 3-6 p.m. at Hyatt Regency Denver. 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 (**January 18, 2005**) prior to the event in order 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

Need-based scholarships are available to assist staff, board members and other volunteers of non-profit organizations. Please see page 5 or call us at (800) 438-5547 for a scholarship application or go to www.nw.org/training. Scholarship applications must be received by **December 6, 2004**.

SUBSTITUTION POLICY

Substitution requests will be accepted up to three weeks prior to the event (**January 18, 2005**).

ACCOMMODATIONS

The Regional Training Institute takes place at the Hyatt Regency Denver, 1750 Welton Street, Denver, CO 80202, (303) 295-1234 (main Institute site), and the Marriott Denver City Center (NCHEC Homeownership courses site), 1701 California Street, Denver, CO 80202, (303) 297-1300. The hotels are just two blocks away from each other. A number of sleeping rooms are available for Institute participants on a first-come, first-served basis at a special rate of \$112 plus 13.45 percent tax per night. Please call the hotels directly to reserve your hotel room, and mention you are attending the NeighborWorks® Regional Training Institute.

(Please note that the hotel rate is subject to change at any time.)

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

Learn more about how to earn a Professional Certificate in one of our Programs of Study. Visit www.nw.org/training for details. For a brochure outlining details of the program, call (800) 438-5547 or e-mail nti@nw.org. You can also earn a Certificate of Professional Recognition in home-buyer 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 (IREM). The ARM qualifying exam will be offered Saturday, February 12, 2005, for participants completing courses AM201, AM205 and AM209 (\$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 on page 9.

IF YOU ARE AFFILIATED WITH A NEIGHBORWORKS® ORGANIZATION, PLEASE USE THE REGISTRATION FORM ON PAGE 15 AND SEE INFORMATION ON PAGE 16. TO VIEW A LIST OF NEIGHBORWORKS® ORGANIZATIONS VISIT WWW.NW.ORG.