



HCV Program Management

A Housing Choice Voucher Seminar

For more information about this class including current seminar locations and dates, please call us at **800.783.3100** email sales@nanmckay.com, or visit our online store at nanmckay.com

Seminar Schedule

Day One: 8:00 A.M. Registration
Day Four: 5:00 P.M. End of seminar

Registration Options

We are able to offer a reduced price for this class because it is being hosted by IAHA.

- Seminar Only **\$750**
- Seminar and In-Class Exam **\$900**
- Seminar and Online Exam **\$900**

Seminar Dates and Locations

November 11-14, 2019 - Springfield, IL
IL Association of Community Action Agency
3435 Liberty Drive
Springfield, IL 62704

Registration contact: Kate Cole
Phone: (217) 789-0125 x123
Email: kate@mkcoleconsulting.com

Hotel Recommendations

Courtyard Springfield
3462 Freedom Drive
Springfield, IL 62704
Phone: (217) 793-5300

Attendance Information

Print names as you would like the name to appear on the certificate.

- Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

Attendee 1 Full Name: _____

Title: _____

Email Address (Required): _____

Attendee 2 Full Name: _____

Title: _____

Email Address (Required): _____

Attendee 3 Full Name: _____

Title: _____

Email Address (Required): _____

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

Agency: _____

Phone: _____ Fax: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Shipping Address (No P.O. Boxes): _____

City: _____ State: _____ Zip: _____

Payment Options

To register, make checks payable to IAHA and mail the registration form(s) with your check to **Attention Kate Cole PO Box 4486, Springfield, IL**. Payment must be received before registration can be confirmed. Please select one of the following payment options.

Order Total: _____

Purchase Order Number: _____

Make Payable to IAHA Enclosed - Check #: _____

Policies

By registering for and attending this training, you agree that you will not copy, share, post, or otherwise disseminate training or exam materials, including but not limited to posting on the internet, internal network, shared drive, or other publicly accessible means of access. Unauthorized distribution of NMA materials may result in the loss of your certification and/or legal action. **Hotel Recommendations:** Please note that these are only recommendations. We also recommend asking for the government rate when booking rooms at any hotel. **Cancellations:** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is canceled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. Please plan ahead by purchasing refundable airfare. **Retaking Exams:** Exam retake options vary; call for details. You are permitted to fail an exam three times before you are required to retake the seminar. NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.