



PHN: (919) 872-2740 | FAX: (919) 872-4826 | EMAIL: info@nc-mha.org

NCMHA REGISTERED HOUSING SPECIALIST SEMINAR

Listed below are the dates and locations of seminars and tests scheduled for 2008. These are subject to change. Registration for the test must be made with the Department of Insurance (DOI) by faxing the registration form to (919) 662-4405.

Seminar & Test: Complete this form and return to NCMHA, PO Box 58648, Raleigh, NC 27658 with credit card number, check or money order for \$110.00 payable to NCMHA. Also contact the Department of Insurance (DOI) to register for the test by faxing the registration form to (919) 662-4405 test will follow seminar.

Lunch is on your own. No form will be processed without payment. No registrations will be taken at the door. Deadline for registering for each class is the Friday before the class.

Upon receipt of your registration form and fee (\$110.00) you will be sent a study guide and a map. After completing the seminar & passing the State Exam you will be sent (at a later date) an engraved nameplate, pin, certificate and a Code of Ethics certificate. **Do not call NCMHA to find out if you passed the test.**

Study Guide Only: Complete this form, check study guide only (below) and return to NCMHA, PO Box 58648, Raleigh, NC 27658 with credit card number, check or money order for \$50.00 payable to NCMHA.

Test Only: Registration for the test must be made with the Department of Insurance (DOI) by faxing the registration form to (919) 662-4405.

Cancellation Policy: NCMHA must be notified of cancellations or substitutions by the registration deadline (Friday prior to the Wednesday class) by calling Bobbi at 800-849-6311. You may reschedule (one time only) for you or another person in your company (you are responsible for getting the book to the new person). If cancelled before the deadline, refunds may be given, minus a \$25.00 processing fee and a \$50.00 study guide fee.

No Shows: No shows on the day of the seminar **will not receive a refund.** No shows who wish to sign up for a future seminar must pay a \$75.00 re-sign fee and call Bobbi at NCMHA to re-register.

<u>DATE (Mark Box To Select Class)</u>	<u>LOCATION</u>	<u>TIME</u>
<input type="checkbox"/> DECEMBER 10, 2008 (registration deadline 12/05/08)	NCMHA Office, Raleigh, NC	9:00 a.m.
<input type="checkbox"/> JANUARY 14, 2009 (registration deadline 01/09/09)	NCMHA Office, Raleigh, NC	9:00 a.m.
<input type="checkbox"/> FEBRUARY 18, 2009 (registration deadline 02/13/09)	NCMHA Office, Raleigh, NC	9:00 a.m.
<input type="checkbox"/> MARCH 18, 2009 (registration deadline 03/13/09)	Dana Hill Community, Hendersonville, NC	9:00 a.m.
<input type="checkbox"/> APRIL 08, 2009 (registration deadline 04/03/09)	Holiday Inn Sunspree, Wrightsville Beach, NC	9:00 a.m.
<input type="checkbox"/> MAY 13, 2009 (registration deadline 05/08/09)	NCMHA Office, Raleigh, NC	9:00 a.m.
<input type="checkbox"/> JUNE 10, 2009 (registration deadline 6/05/09)	Dana Hill Community, Hendersonville, NC	9:00 a.m.

* * * Check here to order a **STUDY GUIDE ONLY** (no seminar, no nameplate, no certificate), return to NCMHA, PO * * *
Box 58648, Raleigh, NC 27658 with credit card number, check or money order for \$50.00 payable to NCMHA.

Name: _____

Company: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Please charge Visa Mastercard AMEX for the amount of: _____

Card#: _____ Exp. Date: _____

Signature: _____ Print Name on Card: _____