



Information You Need to Know about Registering for Courses

REGISTRATION INSTRUCTIONS

- Complete the Registration Form below
- Please use one Registration Form per class; this Registration Form may be duplicated
- We accept Master Card, Visa and American Express
- If paying by check, make checks payable to Construction Association of Michigan

HOW TO REGISTER FOR CLASSES

- **EMAIL** completed form to cam@buildwithcam.com
- **FAX** form to (248) 972-1101
- **MAIL** your form with payment to: CAMTEC, 43636 Woodward Ave., Bloomfield Hills, MI 48302

REGISTRATION DEADLINE: Registrations for a particular class must be received no later than 1 week BEFORE the class start date. Late registrations will be assessed a \$25.00 administration fee. If you have questions, please call the **CAMTEC** offices at 248- 972-1133.

REGISTRATION FORM

PLEASE PRINT CLEARLY

CLASS TITLE: _____ CLASS DATE: _____ TUITION FEE: _____

ATTENDEE(S) FIRST & LAST NAME: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

CAM Member Non-Member

WE ACCEPT



CREDIT CARD # _____ EXP. _____

BILLING ADDRESS, CITY, STATE _____ ZIP CODE: _____

NAME ON CR CARD _____ SEC. CODE: _____

EMAIL (FOR RECEIPT): _____



Facilities & Accommodations:

All classes are held at CAM Headquarters (unless otherwise noted), located at:

CAMTEC
43636 Woodward Ave.
First Floor
Bloomfield Hills, MI 48302

Classes will be held in the CAMTEC Training Center, located on the first floor. Free parking is available at the facility. Classes begin promptly at the advertised starting time. It is suggested that students dress casually and arrive 15 minutes early. Students arriving after the scheduled start time of evening classes **must ring the doorbell** at the west door for entrance into the CAM building. The CAM building doors will be locked promptly at 4:00 p.m. Please park under or near the building overhang and use the front (west) door for entrance into the building for evening classes. CAMTEC programs are the property of CAMTEC or contracted training companies, therefore audio recording or videotaping is not allowed. CAMTEC students shall not bring non-registered guests to class without prior written consent of the CAMTEC manager. All non-registered guests, including children, will not be allowed to enter the building without prior notification and consent.

Cancellation & Refund Policy:

CAMTEC reserves the right to cancel programs for any reason. Tuition may be refunded in full or tuition may be applied to future class offerings at the discretion of the CAMTEC manager. If the attendee wishes to cancel his or her registration and receive a full refund, they must do so seven business days in advance of the class start date. Refunds requested less than seven business days will be assessed a 25% processing fee. No refunds will be issued 5 days before the class start date or thereafter. Participants failing to attend class or cancel registration will forfeit the full program fee. CAMTEC will not refund tuition for participants failing to obtain course clarification or prerequisites prior to class start. Participants shall contact CAMTEC for clarification of course descriptions prior to registration if questions arise. Substitutions: The registration may be transferred to another individual when the participant contacts the CAMTEC office at least 24 hours prior to the start of class. CAMTEC bears no responsibility for arrangements between the original registrant and his or her substitution.

Weather:

Cancellations due to poor weather conditions will be communicated to registered attendees via the email address provided at the time of registration. Decisions regarding class cancellations will be made as soon as practical.

Certification/Certificates of Attendance:

Participants in any of the CAMTEC-sponsored programs will receive a Certificate of Participation that serves as a record of attendance. One Continuing Education Unit (CEU) is awarded for each ten contact hours of instruction. Educational units are awarded in accordance with guidelines set forth by the National Task Force on the Continuing Education Unit. Students must attend 75% of all class time to be eligible to receive CEUs and a Certificate of Completion.