

Virginia Certified Planning Commissioners Program 60 Registration

The Opening Session on Friday – Saturday, June 13-14, 2008, will be at the Abingdon Higher Education Center
The Closing Session on Thursday – Friday, August 28-29, 2008, will be at the Abingdon Higher Education Center

IMPORTANT NOTICE: Hotel registration/reservation for June 12 and/or 13 must be made by calling the Abingdon Quality Inn and Suites at 276-676-9090 no later than June 5 to secure the \$72 daily room rate. Please state you are attending the CPEAV/VT Planning Commission Class.

Name (One person per form. Print large and clearly with black ink): _____

The Locality you represent: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Office Phone: _____ Fax Phone: _____

E-Mail: _____

Registration Deadlines, Fees, and Late Fees:

A completed Registration form and payment of \$450.00 for each participant must be received no later than May 16, 2008. After May 16 the Late Registration Fee is \$500.00 unless CPEAV has approved an alternate payment deadline. Registration after May 16 will be on a space and materials available basis. Faxed or late Registrations without the required late payment fee will be invoiced for the amount due. Please provide an email address if you have one – it is faster. Register early — classes fill rapidly and the class size may be limited

I am a (please check all applicable):

- Planning Commission Member
- Board of Zoning Appeals Member
- Elected Official
- Other Appointed Official
- Director or other Staff Member

Cancellations, Refunds and Substitutions:

Cancellation requests received by May 16 will result in a full refund (except Credit Card payments). Cancellation requests received between May 16 and June 6 will result in a 50% refund less any prepayments required of CPEAV. Cancellation requests received after June 6 can not be honored. Refund of any fee paid by credit card will be made by check less a 7.5% handling fee of the amount refunded. Another person may be substituted with notice to CPEAV by June 6.

General Registration Information:

Advance registration and full payment is required for all attendees by June 13 unless alternative arrangements have been made with CPEAV. Contact Michael Chandler or Allen Webb (see below for contact information) if you have questions or need additional time for payment processing.

The Program registration fee includes educational materials, refreshment breaks and meals unless otherwise indicated. The fee also includes the home study module, as well as the third of the three-module program. All individuals attending are required to make and guarantee payment of their own hotel accommodations/reservations, if needed, by calling the hotel as instructed above by June 5.

CPEAV will accept Registration and Purchase Order or Credit Card Payment information by mail or by FAX to 804-794-6257. Make your check payable to CPEAV. If payment is not mailed with completed Registration, please indicate expected submital date. Mailing address:

Michael Chandler
603 Farnham Cir
Richmond VA 23236-4173

For Information call Michael at 804-794-6236 or e-mail him at rmchan@vt.edu; or call or fax Allen Webb at CPEAV 1-888-827-2482. You may also e-mail him at: info@cpeav.org. CPEAV is a nonprofit 501(c)(3) Association and its Federal TIN number is: 20-1598674. CPEAV is not subject to withholding tax. Form W-9 available on

For Credit Card Payment Mail or Fax to 804-794-6257. CPEAV accepts VISA and Master Card payments. CPEAV will invoice if information is illegible, incorrect, incomplete or card is rejected by bank. Please include the last 3 digits of the security code on the back of your card (the CVV2 code) to minimize potential for bank rejection.

Please print large and legibly using black ink.

Card Number: _____

Expires: ____ / ____ (MM/YY) Security Code: _____

Email Receipt to: _____

Approved by: _____

Receipt Issued: _____

Please reserve this space for CPEAV

Date Payment Received:

- Check
- Credit Card
- Other