

Virginia Certified Planning Commissioners Program 63 Registration

The Opening Session on Monday-Tuesday, March 9-10, 2009 will be at the Richmond Marriott West Hotel
The Closing Session on Thursday-Friday, May 21-22, 2009 will be at a Charlottesville Hotel

IMPORTANT NOTICE: Lodging reservations for March 8 and/or 9, 2009 at the Richmond Marriott West Hotel (804-965-9500) must be made no later than February 16, 2009. Please state you are attending the CPEAV Planning Commission Class to secure the special \$93 daily rate.

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

The Locality you represent and your Title:

Home Address: City: State: Zip:

Home Phone: Work Phone: Fax Phone: Cell Phone:

Email:

General Information, Deadlines, Fees, Late Fees and Cancellations:

I am a (please check all applicable):

A completed Registration Form and a \$475 payment (or payment agreement) must be filed with CPEAV on or before February 16, 2009. After February 16, an added Late Registration Fee of \$50 will be charged unless CPEAV has agreed to a later payment or waived the Late Fee. Applicable Late Fees will be invoiced if necessary. Any Registration received after the filing date will be accepted only if space and materials are available. Because courses are limited in size and often fill to capacity before the filing deadline is reached, early Registration is encouraged.

- Planning Commission Member
- Board of Zoning Appeals Member
- Elected Official
- Other Appointed Official
- Director or other Staff Member
- Citizen
- Other (please specify below)

The Program registration fee includes educational materials, refreshment breaks and meals unless otherwise indicated. The fee includes the March Opening Session, the Home Study Module, and the May Closing Session. Participants are personally responsible for their travel and lodging accommodations. A Certificate will be awarded upon completion of all requirements.

Cancellation requests received by February 16, 2009 will result in a full refund (except Credit Card payments subject to a 7.5% service fee). Requests received after February 16 and by February 27 will result in a 50% refund less any prepayments required of CPEAV. Cancellation requests received after February 27 can not be refunded. Another person may be substituted with notice to CPEAV by March 2, 2008.

CPEAV will accept Registrations, Checks, Purchase Orders or Credit Card Payment Information by mail or by Fax to 804-794-6257. Make your check payable to CPEAV. If payment is unable to be mailed with your completed Registration form, please indicate expected submittal date by a notation on the form. Mail Registration and payment to:

**Michael Chandler
603 Farnham Cir
Richmond VA 23236-4173**

For information phone Michael at 804-794-6236 or email him at rmchan@vt.edu OR call or fax Allen Webb at CPEAV 888-827-2482 or email to staff@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 is available on request.

For Credit Card Payment Mail or Fax to 804-794-6257

CPEAV accepts VISA and MasterCard payments. CPEAV will invoice if information is illegible, incorrect, incomplete or the card is rejected by your bank. Please include the last 3 digits of the security code on the back of your card (the CVV2 code) to minimize the potential for bank rejection.

Please print large and legibly using black ink.

Card Number:

Expires: (MM/YY) Security Code:

Email Receipt to:

Approved by:

Phone: