



Celebrating 90 Years
LEGACY. OPPORTUNITY. IMPACT.

Housing Authority of the Birmingham District Training Registration Form

For more information about this class including seminar locations and dates, please email
HABDTrainingcenter@habd.net, call us at 205-521-0610

Seminar Title

Seminar Schedule

Start Time: 8:00 A.M. CST

Please, visit www.habd.org or
www.nanmckay.com for your specific class
schedule.

Registration Options

- ☐ 2 Day Session.....\$705
☐ 3 Day Session.....\$ 860
☐ 4 Day Session.....\$ 980
☐ 5 Day Session.....\$ 1,145

Lunch and Snacks are included in the seminar fee

Seminar Dates and Locations

Start Date: _____ End Date: _____

City, State: _____

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 & Registration Instructions

Complete the registration form and submit it using one of the following methods:

Option 1: Email Registration Form and Mail Payment

Email the completed registration form to habdtrainingcenter@habd.net.

Option 2: Mail Registration Form and Payment

Mail your check, payable to: The Housing Authority of the Birmingham District, to:

Attention: Human Resources Training

The Housing Authority of the Birmingham District

1826 3rd Avenue South

Birmingham, AL 35233

Please note: Registration is not confirmed until payment has been received.

A confirmation email will be sent confirming receipt of payment.

Order Total: _____

Agency or Person name: _____

Email to send confirmation of receipt of payment: _____

Make Payable to HABD Enclosed - Check #: _____

****Note:** If you have more than 3 registrants, please fill out an additional form

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 one year. If you are unable to attend, you must notify HABD in writing at least 60 calendar days before the start date of the seminar. If you do not notify HABD in writing, you will be responsible for the full registration fee. If you cancel less than 60 days before the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead, include the seminar name, location, and attendee name, and be received by HABD before the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is canceled by HABD, registration fees will be refunded or credited in full. HABD 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 office at 205-521-0610.