

Registration Policies

1. Please mail or fax your registration early. Space is filled on a first served basis. Policy and deadlines for registration are the same by fax as by mail.
2. Please enclose a check or complete the credit card registration below. Faxed registrations must include credit card or purchase order information.
3. Registrations and payment must be received no later than five days prior to the workshop.
4. We reserve the right to cancel this program due to insufficient registration.

Cancellation Policy

Refunds, minus a \$25 processing fee per registrant, will be honored if requested in writing five days prior to the date of the seminar. In the event of emergency, attendees may send substitutions in their places without prior notification.

Inclement Weather Policy

If Howard County Public Schools are closed or opening late due to inclement weather, all seminars are **CANCELLED**. Registrants will be contacted regarding rescheduling arrangements.

Directions to Seminar Site
The Handelman Conference Center
10280 Old Columbia Road, Suite 215
Columbia, Maryland 21046
410-381-2401

From Interstate 95:

Take Route 32 West—exit 38B—to wards Columbia. Exit at Shaker Drive—Eden Brook Drive keep right at the fork in the ramp, cross over bridge to Old Columbia Road. Turn right at the traffic light. Drive past the fire department and turn right after the group of mail boxes, 10280 River Center Industrial Park, (across from Guilford Road). Take a quick left then and immediate right. Go around the back of the parking lot and enter the building at the far end marked: **Handelman Conference Center**, Suite 215.

From Route 29:

Take Route 29 to Route 32 East (towards Fort Meade). Take your first exit (Shaker Drive—Eden Brook Drive) and bear to the right. (2) Go through traffic light. After light go 0.6 mile and make a right (across from Guilford Road) into 10280 Rivers Center Industrial Park. Take a quick left then and immediate right. Go around the back of the parking lot and enter the building at the far end marked **Handelman Conference Center**, Suite 215

From Frederick:

Take I-70 East towards Baltimore. Exit onto Route 32 South (Exit 80) to Columbia. Take Shaker Drive—Eden Brook Drive exit and bear to the right. Follow above directions at (2).

Registration Form

Assisted Living Manager 80-Hours Training

PLEASE PRINT. Copy this form for multiple registrants. Please register and return by **February 6, 2009.**

Name _____ Title _____

Work Email _____

Organization Name _____

Organization Address _____

City _____ State _____ Zip _____

Work Phone _____ Fax _____

Fee: Full Payment \$1100.00 Partial Payment Plan 1st Installment \$500

Please mail with check payable to:

THE BEACON INSTITUTE, 10280 Old Columbia Road, Suite 220, Columbia, MD 21046

Or fax with credit card information to 410.381.6061



Name on Card _____ Account No. _____

CVV2 Security Code _____ Expiration Date _____ Signature _____