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### Enrollment

A training registration is not confirmed and pre-session materials will not be sent to the registrant until full payment or a properly certified city, state or federal voucher, or purchase order has been received by NDC’s Training Division. When payment is received, pre-session materials for the course will be sent approximately three weeks prior to the start of the course. These materials may include an assignment to be completed prior to the first day of class.

### Preliminary Registration

All registrants must meet established prerequisites for each course (if any). Please note there are no exceptions made to the prerequisite requirements.

<b>Courses with Required Prerequisites:</b>	<b>Prerequisites:</b>
ED201-Business Credit Analysis	ED101
ED300-The Art of Deal Structuring	ED101, ED201, ED202
ED301-The Art of Problem Resolution	ED101, ED201
HD422-Computer Spread Sheet Analysis for Housing	HD410, HD420
HD423-Spreadsheet Analysis For Rental Housing	HD420
HD430-Housing Development Finance: Problem Solving and Deal Structuring	HD410, HD420, HD422
HD435-Rental Housing Development Finance	HD420, HD423

### Tuition and Cancellation

Tuition is discounted by 10 percent if payment is received before a course’s Early Bird registration deadline (typically 15 days before the class is scheduled to begin – but may be extended at NDC’s discretion). This discount is not available for payments received after the deadline. Tuition refunds are made if NDC cancels a course. If a participant withdraws his or her registration prior to the start of a course, they may request a credit or refund.

### Recertification

NDC-Certified Economic Development Finance Professionals (EDFPs), Housing Development Finance Professionals (HDFPs) or Rental Housing Development Finance Professionals (RHDFPs) are required to recertify every three years. Individuals who complete three units of approved activities (generally, one unit is equivalent to one day) will fulfill NDC’s recertification requirements. In order to maintain your NDC certification in good standing, certified individuals must complete the recertification requirement every three years. People who were certified on or before April 1, 2014, will have three years from this date to meet the recertification requirements. Individuals who are awarded certification after December 31, 2013 must complete the requirements within three years of their certification date.

Individuals who were certified before April 1, 2014 and completed eligible recertification activities between January 1, 2013 and March 31, 2014, including the NDC Academy 2013, will be credited for these activities upon completion of a Recertification Application for each activity.

The Recertification and Continuing Education Application must be completed and submitted each time you apply for additional credits. The application describes approved training and activities, sponsored by NDC and other providers that qualify for Recertification credit. More information on Recertification and Continuing Education, including the application, may be found under the Recertification section of the National Development Council website.

### **Hotel Accommodations for Open NDC Classes**

Training participants are responsible for their own hotel and meal expenses. NDC has secured a block of rooms at our open\* training sites. Room rates are based on the prevailing Federal government per diem. The block will be held until thirty days before the start of the course or until the number of contracted rooms has been exhausted, whichever comes first. After this date, reservations will be taken on a space available basis and higher rates may apply. To receive the block rate, make your reservation early and state that you are participating in a National Development Council training course. You may also book your hotel room by going to the details section of the class you are registering for and clicking on the link under “Additional Information.”

*\*Open training classes are open to all professionals of the public.*

### **Travel and Course Schedule**

Participants are responsible for their own travel expenses. Individuals are advised to register for a course before making airline reservations. Classes begin at 9:00 a.m. on the first day of the scheduled course so participants should arrive the day before the start of the course if airline travel is required. An agenda for each course will be sent to registrants with the pre-session materials. End of day teamwork assignments typically take two hours to complete so participants should plan their schedules accordingly. Certification course examinations are administered on the last day of class. Students are required to complete and return the examinations before leaving the course. Most participants finish the exam by 2:00p.m. so travel plans should be made for late in the afternoon on the final day.

### **Pre-session Materials**

Pre-session materials are sent to all confirmed registrants approximately three weeks prior to the start of the course. (If they are confirmed then that means they have paid – by check, CC or purchase order – according to the Enrollment description above.) If the pre-session materials include an assignment, it must be completed prior to the first day of class. Individuals who register and/or confirm their registration 14 days or less before the first day of a course can make arrangements for the pre-session materials to be sent in digital format by email.

### **General Information**

The attire for the courses is casual. Course participants must bring the following:

- Pre-session materials and completed assignment (if applicable)
- Note paper
- Pens and pencils
- Calculator (a financial calculator is not necessary)

Participants attending the HD422, HD423, HD430 and HD435 courses must bring a laptop computer equipped with Microsoft Excel version 2007 or higher.



### **Photo Release**

By accepting the NDC Training Terms and Conditions upon registration and/or attendance of any NDC Training course, you and/or the registered attendee automatically consent to the following: For valuable consideration received, I hereby grant to The National Development Council and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of me, or photos in which I may be included, for editorial, trade, advertising, and any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. I hereby release The National Development Council and its legal representatives and assigns from all claims and liability relating to said photographs.

If you wish to not have your photo taken and/or used in NDC promotional materials you must submit an opt out request to NDC's Training Office. Please contact the NDC Training Office at 859-578-4850 for more information.

### **Webinar**

Pursuant to the rights granted under the copyright laws of the U.S., only the registered attendee is granted the right to: 1.) Attend the webinar on one computer/device; 2.) Use any shared webinar documents; 3.) Obtain a Certificate of Recognition and/or other verification documentation used to acquire any professional development continuing education credits if the registered attendee completed the webinar in its entirety.

If it is found that a registrant has shared any portion of the webinar including login information, registrant agrees he or she will pay the National Development Council (NDC) a registration fee (\$250) for each additional location and/or computer that viewed any portion of the webinar. NDC reserves the right to take any action it deems appropriate to prevent and/or stop infringement of its intellectual property rights included in and/or associated with the webinar by preventing and/or terminating access to the webinar. We support you and your colleague's participation in webinars and make discounted group rates available. Please contact the NDC Training Office at 859-578-4850 for more information.

Amended February, 16 2016