

**Cancellation/Substitution/No Show****Course Prerequisites****Enrollment****Examinations/Retests****General Information****Hotel Accommodations****Photo Release****Pre-session Materials****Recertification****Student Privacy and Account Information****Travel and Course Schedule****Tuition Discounts****Webinars****Registration Waiver****Cancellation/Substitution/No Show**

In order to receive a full refund, cancellation notifications must be received no less than 30 calendar days from the start date of the class. Cancellations received less than 30 days prior to the start date of the training will be charged a processing fee of \$50. The processing fee will be deducted from any refunds or credits for future courses.

Cancellations received 10 calendar days or less from the start of the class will not be entitled to a refund. For these cancellations, all funds collected, less the \$50 processing fee, will be applied to a coupon code that can be redeemed for a future course by the original registrant or an individual who is assigned by the coupon code. Coupon codes issued for cancellations must be used with 24-months after issuance.

Registration substitutions will be accepted at any time prior to the start date of the class. If payment has been received via a credit card, the original registrant will receive a refund and the new registrant must provide their credit card information. If payment was received by check, those funds can be transferred within NDC's registration system. There are no penalties for transfers to the same class.

A registrant who does not submit a written cancellation, or does not attend the training, is considered a "no show", and will not be eligible for a refund or credit for funds received. They will be liable for any outstanding balances.

**Course Prerequisites**

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

**Enrollment**

Email information supplied at the time of registration should be for the individual registrant only. Essential information for the student will be sent to this email address.

If you are registering for another person and would like a copy of invoices or confirmations, please contact the registrar at [training@ndconline.org](mailto:training@ndconline.org) and this information will be provided.

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.

### **Examinations/Retests**

A passing score for each certification course must be attained prior to attending subsequent class(es) where the course is a required prerequisite and to obtain certification.

Exams will be administered on the final day of each certification course. Students who do not reach a passing score of 70% on an exam are eligible to take one retest as long as their best effort was made to complete and pass the original, in-class exam.

The request for a retest must be received within 30 days of notification that the exam score did not meet the 70% cut-off for passing. A \$50 administrative fee will be invoiced and must be paid prior to the release of the retest exam. Upon receipt of the retest fee, the student will receive the retest as well as any return instructions and a return deadline via 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.

### **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.*

## **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 513-657-7870 for more information.

## **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.

## **Recertification**

NDC-Certified Development Finance Professionals 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.

## **Student Privacy and Account Information**

In a continued effort to protect each NDC student's privacy and account information we would like to remind you of the following:

Each account created in NDC's registration system is intended to be unique to an individual student. Students' are responsible for maintaining the confidentiality of their account password and username and are fully responsible for all activities that occur in their account outside of NDC's posting of grades and payments. If you share your login information with another person – this not only allows that person to access your account to make future registrations or payments, but will also give them the ability to view your past exam scores, attendance history, and other private information. In the most extreme case, your name can be removed or replaced on your account, eliminating your access

and deleting your training, exam and payment history. Students agree to notify NDC of any unauthorized use of their accounts or any other breach of security. NDC will not be liable for any loss or damage arising from failure to comply with this requirement.

Please frequently login to your account to verify and update your account information.

For more information regarding the security of your personal information, please see our [privacy policy here](#).

### **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.

### **Tuition Discounts**

Tuition is discounted by \$25 per class day (i.e., \$125 for a 5-day course) if the appropriate course coupon code is entered at the time of registration and payment is received before a course's Early Registration deadline (typically 14 days before the class is scheduled to begin). This discount is not available for payments received after the deadline. Early Registration Discount Codes can be found on the printable and online training schedules.

Promotional discounts are limited time offers and are only valid for new registrations received during the dates listed on the promotion. Only one promotional discount code, in addition to the Early Registration discount, may be used at a time and must be entered at the time of registration. If the discount exceeds the cost of the course, the remaining amount cannot be redeemed for cash or credit. Promotional discounts cannot be used on any previous registrations or sponsored training courses and are non-transferable.

### **Webinars**

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.) Request 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 513-657-7870 for more information.

**Registration Waiver**

I, \_\_\_\_\_, have received, read (or have had read to me), and fully understand the NDC Training Policies & Procedures above and voluntarily accept these policies and procedures as a condition of my registration(s).

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[First Name, Last Name]

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[Date of Birth]

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[Signature]

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[Date]

Amended: April 1, 2019