



# Business Management Institute Programs Official Registration

Use one form per registration. You may duplicate this registration form if you wish to sign up for more than one course. This form is to be used for ALL LOCATIONS.

CMAA Member  Yes  No (If yes) CMAA Membership ID: \_\_\_\_\_ CCM  CCE  MCM  Other

Name: \_\_\_\_\_ Nickname for Badge: \_\_\_\_\_

Club Name: \_\_\_\_\_ Position at Club: \_\_\_\_\_

Club Address: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Email\*: \_\_\_\_\_

Years at Club: \_\_\_\_\_ Shipping Address (if different from club address): \_\_\_\_\_

\* Most materials will be provided to attendees via e-mail. Your current email is required for pre-work assignment.

Payment Information: Check the correct course and, where applicable, please indicate your 1st, 2nd and 3rd choices for each course.

BMI Club Management (Formerly BMI I) Georgia State University	Member	Non-Member
____ March 19 – 23, 2018 (FULL)	\$2,000	\$2,500
____ September 24 – 28, 2018 (FULL)		Cost _____

BMI Leadership Principles (Formerly BMI II) Cal-Poly Pomona	Member	Non-Member
____ January 22 – 26, 2018 (FULL)	\$2,095	\$2,595
____ October 8 – 12, 2018 (FULL)		Cost _____

BMI General Manager/ Chief Operating Officer (Formerly BMI III) Michigan State University	Member	Non-Member
____ April 16 – 20, 2018 (FULL)	\$2,245	\$2,745
____ October 15 – 19, 2018		
____ November 5 – 9, 2018		Cost _____

BMI Tactical Leadership (Formerly BMI IV) Cornell University	Member	Non-Member
____ April 23 – 27, 2018	\$2,950	N/A
____ September 17 – 21, 2018		Cost _____

Prerequisite for BMI Tactical Leadership:  
CCM designation or eight years membership in CMAA.

BMI Strategic Leadership (Formerly BMI V) Boston, MA	Member	Non-Member
____ March 19 – 23, 2018	\$2,950	N/A
____ November 5 – 9, 2018		Cost _____

Prerequisite for BMI Strategic Leadership:  
CCM designation or eight years membership in CMAA.

### Joe Perdue Certification Review Course & CCM Exam

This course is recommended only for students planning to take the CCM exam within one year. Course runs Sunday – Thursday; exam offered on Friday. Contact Brian Watkins at 703-739-9500 with questions.

Georgia State University
____ April 15 – 20, 2018, Exam April 20
____ November 11 – 16, 2018, Exam November 16

### Fee Information

- Review course, exam, plus a copy of the Study Guide on flash drive.....\$1,800
- If you are taking the course for the 2nd, 3rd, etc., time.....\$1,400

Please Note: The fee for the Certification Review Course does not include the necessary \$75 petition fee, which must be remitted with your official Certification Petition, or the required \$195 exam registration fee, which you must remit to CMAA Headquarters to take the CCM exam.

Cost \_\_\_\_\_

BMI Food and Beverage Management University of Houston	Member	Non-Member
____ April 30 – May 4, 2018 (FULL)	\$2,695	\$3,195
____ November 5 – 9, 2018 (FULL)		Cost _____

BMI Golf Management Jupiter, FL	Member	Non-Member
____ April 30 – May 4, 2018 (FULL)	\$2,695	\$3,195
____ September 24 – 28, 2018 (FULL)		Cost _____

Subtotal 1 \_\_\_\_\_

Subtotal 2 \_\_\_\_\_

**Grand Total** \_\_\_\_\_

### METHOD OF PAYMENT

- Mail:** Check Payments (payable to CMAA) to:  
Club Managers Association of America  
PO Box 1918, Merrifield, VA 22116-1918
- Credit Card:** Register online at [cmaa.org/bmi.aspx](http://cmaa.org/bmi.aspx).

Dates and prices are subject to change.

Updated December 6, 2017

The registration policy for CMAA's Business Management Institutes (BMI) requires payment by check or processed credit card at the time of registration.

**Cancellation Policy (in effect as of January 1, 2016):** Cancellation or transfer of said registration will be accepted with no penalty until 90 days prior to the start of a BMI program. Any change, cancellation or transfer between 61 to 90 days from the start of a BMI program will be subject to a ten percent penalty per registration. Any change, cancellation or transfer 31-60 days prior to the beginning of a BMI program will be subject to a 25 percent penalty per registration. No refund will be given for cancellation nor will transfer be allowed after 5:00 p.m. Eastern time 30 days prior to the start of a program. An administrative fee of \$100 (US Funds) will be charged for all full refunds.

In the event of a job change to a new club/facility, the cancellation penalty will be waived only if CMAA is able to fill the vacated seat. CMAA does require proof of new employment in order for the cancellation to be approved.

Additional fee(s) will be added to any cancellation for expenses already incurred by CMAA for supplemental class materials (i.e., textbooks, notebooks, surveys, etc.). These fees (subject to change) vary based on individual programs and are listed below for your reference:

Current Supplemental Material Fees:

- BMI – Club Management - \$250 (Lumina Spark Portrait); Textbook \$60
- BMI – Leadership Principles - \$250 (Lumina Leader Portrait)
- BMI – Tactical Leadership - \$400 (Emotional and Social Competency Inventory)
- BMI – Strategic Leadership - \$600 (Hermann Brain Dominance and Leadership 360)

Any cancellation and/or request to change class date or program must be submitted in writing to the CMAA National Headquarters by the individual whose name appears on the registration. Cancellation by phone or in writing by any party other than the class attendee will not be accepted, regardless of the initial payer; extenuating circumstances in this case will be reviewed by CMAA's Chief Executive Officer (or other HQ staff official).