



Louisiana Association of Plumbing Heating Cooling Contractors

2011 Master Plumber and Journeyman
Continuing Education Schedule
& Registration Form

*Register early
and save!
See details inside!*

**IMPORTANT INFORMATION INSIDE
REGARDING PLUMBING
LICENSING REQUIREMENTS!**

Louisiana Association of Plumbing Heating Cooling Contractors
P.O. Box 82531, Baton Rouge, LA 70884
Phone: (225) 767-7640 - Fax: (225) 767-7648
www.LAPHCC.org

2011 Continuing Education Registration Form

Each person is required to complete a separate registration form. Make copies as necessary.

PLEASE WRITE CLEARLY TO ENSURE THAT YOUR INFORMATION IS CORRECT IN OUR DATABASE.

Name: _____ Suffix: Sr. Jr. III IV

License #: _____ (required) *Circle one:* Master Plumber / Journeyman Plumber

Company: _____

Please provide the mailing address that you would like LAPHCC to have on file for you:

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail (To send confirmation): _____

Confirmations will be sent by email only. If you would like to receive a confirmation letter in the mail, please mail a self-addressed stamped envelope with your registration form.

Please check which Continuing Education class you will attend: (You must choose one of the following.)

<input type="checkbox"/> Pineville, LA	Wednesday, March 23, 2011	Pineville Convention Center	(Early Bird Registration deadline: March 14)
<input type="checkbox"/> Lafayette, LA	Wednesday, April 13, 2011	Cajundome Convention Center	(Early Bird Registration deadline: April 4)
<input type="checkbox"/> Houma, LA	Wednesday, June 1, 2011	Houma Terrebonne Civic Center	(Early Bird Registration deadline: May 23)
<input type="checkbox"/> Kenner, LA	Saturday, June 25, 2011	Pontchartrain Center	(Early Bird Registration deadline: June 16)
<input type="checkbox"/> Baton Rouge, LA	Friday, July 8 & Saturday July 9, 2011*	Hilton Baton Rouge Capitol Center <i>* In conjunction with the Annual Convention. See schedule on other page.</i>	(Early Bird Registration deadline: June 29)
<input type="checkbox"/> Lake Charles, LA	Wednesday, August 3, 2011	L'Auberge du Lac	(Early Bird Registration deadline: July 25)
<input type="checkbox"/> West Monroe, LA	Thursday, August 25, 2011	West Monroe Convention Center	(Early Bird Registration deadline: August 16)
<input type="checkbox"/> Shreveport, LA	Saturday, August 27, 2011	Sam's Town Hotel & Casino	(Early Bird Registration deadline: August 18)
<input type="checkbox"/> Mandeville, LA	Wednesday, September 14, 2011	Fleur de Lis Event Center	(Early Bird Registration deadline: September 5)
<input type="checkbox"/> Kenner, LA	Wednesday, November 2, 2011	Pontchartrain Center	(Early Bird Registration deadline: October 24)
<input type="checkbox"/> Baton Rouge, LA	Wednesday, December 7, 2011	Crowne Plaza Baton Rouge	(Early Bird Registration deadline: November 28)

Please check the appropriate boxes:

	LAPHCC Member Rate	Non-Member Rate	TOTAL
<input checked="" type="checkbox"/> Textbook (required)	\$50.00	\$50.00	<u>\$50.00</u>
<input checked="" type="checkbox"/> Provider Application Fee (required)	\$25.00	\$25.00	<u>\$25.00</u>
<input type="checkbox"/> Master Plumber Registration fee	\$35.00	\$80.00	\$ _____
<input type="checkbox"/> Journeymen Registration fee	\$35.00	\$80.00	\$ _____
<input type="checkbox"/> Early Bird Registration Discount*	-\$15.00	-\$15.00	-\$ _____

(Subtract from total if postmarked or faxed by the Early Bird Registration deadline)

TOTAL: \$ _____

***Postmark or fax your registration form by the "Early Bird Registration" deadline to get \$15 off of your registration fee! (See deadlines for each class above.)**

Total fees are:
MEMBERS: \$110 (Early Bird Registration total: \$95)
NON-MEMBERS: \$155 (Early Bird Registration total: \$140)

Payment Method:

Visa MasterCard Discover American Express Check enclosed (Make checks payable to: LAPHCC)

Credit Card # _____ Exp. Date: _____

V-Code: (3-5 digit code on the back of your card) _____ Name on Card: _____

Signature: _____ Phone number: _____

NO ONE WILL BE ALLOWED TO ENTER A CONTINUING EDUCATION CLASS UNTIL FULL PAYMENT HAS BEEN VERIFIED.

Mail or fax this registration form with your payment to:
LAPHCC, P.O. Box 82531, Baton Rouge, LA 70884 - Fax: (225) 767-7648

Questions? Please read the information on the back of the Continuing Education Schedule or contact LAPHCC at (225) 767-7640 or LAPHCC@tatmangroup.com.

Louisiana Association of Plumbing Heating Cooling Contractors

2011 Continuing Education Schedule

****PLEASE KEEP THIS PAGE FOR YOUR RECORDS****

SCHEDULE OF CLASSES:

Pineville, LA

Wednesday, March 23, 2011
Pineville Convention Center
(Connected to the Country Inn & Suites)
2727 Monroe Highway, Pineville, LA 71360

Lafayette, LA

Wednesday, April 13, 2011
Cajundome Convention Center
444 Cajundome Blvd., Lafayette, LA 70506

Houma, LA

Wednesday, June 1, 2011
Houma Terrebonne Civic Center
346 Civic Center Blvd., Houma, LA 70360

Kenner, LA

Saturday, June 25, 2011
Pontchartrain Center
4545 Williams Blvd., Kenner, LA 70065

Lake Charles, LA

Wednesday, August 3, 2011
L'Auberge du Lac Casino Resort
777 Avenue L'Auberge, Lake Charles, LA 70601

West Monroe, LA

Thursday, August 25, 2011
West Monroe Convention Center
901 Ridge Ave., West Monroe, LA 71291

Shreveport, LA

Saturday, August 27, 2011
Sam's Town Hotel & Casino
315 Clyde Fant Parkway, Shreveport, LA 71101

Mandeville, LA

Wednesday, September 14, 2011
Fleur de Lis Event Center
1645 N. Causeway Blvd., Mandeville, LA 70471

Kenner, LA

Wednesday, November 2, 2011
Pontchartrain Center
4545 Williams Blvd., Kenner, LA 70065

Baton Rouge, LA

Wednesday, December 7, 2011
Crowne Plaza Baton Rouge
4728 Constitution Ave., Baton Rouge, LA 70808

AGENDA FOR ALL OF THE ABOVE CLASSES:

9:00 a.m.	Master Plumber Sign-in (All Master Plumbers must check-in at the registration desk at this time.)
10:00 a.m. - 12:00 p.m.	Master Plumber only class
12:00 p.m. - 1:00 p.m.	Lunch (provided for all Master Plumbers and Journeymen)
12:00 p.m. - 1:00 p.m.	Journeymen Sign-in (All Journeymen must check-in at the registration desk at this time.)
1:00 p.m. - 5:00 p.m.	Master Plumbers and Journeymen classes

The Continuing Education class in Baton Rouge, LA on July 8-9 will be held in conjunction with the LAPHCC Annual Convention. Below is the agenda for the Baton Rouge Continuing Education class on July 8-9, 2011:

Baton Rouge, LA

Friday, July 8 - Saturday, July 9, 2011
Hilton Baton Rouge Capitol Center
201 Lafayette Street, Baton Rouge, LA 70801

Agenda (Baton Rouge class only)

Friday, July 8
3:00 pm - 4:00 pm: Master Plumber Sign-in
4:00 pm - 6:00 pm: Master Plumbers only classes
Saturday, July 9
7:00 am - 8:00 am: Journeyman & Master Plumber Sign-in
8:00 am - 12:00 pm: Master Plumber & Journeymen classes (Lunch included)

FULL PAYMENT VERIFICATION IS REQUIRED PRIOR TO TAKING A CONTINUING EDUCATION CLASS.

- On-site Registrations will require verification of check and credit card payment. Cashier's checks and money orders are recommended for on-site registration to ensure admission to the class. If we are unable to verify payment, you will not be allowed to take the class.
NO EXCEPTIONS! PLEASE NOTE: NO ONE WILL BE ALLOWED TO ENTER A CONTINUING EDUCATION CLASS UNTIL FULL PAYMENT HAS BEEN VERIFIED.
- Once we receive full payment and you have completed your hours, you will receive a Certificate of Attendance. The State Plumbing Board no longer requires you to send them a copy of your certificate, but you will need it for your records as proof that you received full credit for 2011 Continuing Education.
- Please arrive on time because classes will begin on time. You will not receive credit if you miss more than 30 minutes of class.
- Cancellations & Transfers:** In order to receive a full refund of your registration fee, you must cancel 48 hours prior to the date of the Continuing Education class you are registered for. If you need to transfer classes, the transfer needs to be made at least 48 hours prior to the ORIGINAL class you are registered for. There is a \$25 fee for all transfers or cancellations made within 48 hours of the class. All transfers and cancellations need to be made IN WRITING.



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IMPORTANT INFORMATION - PLEASE READ AND KEEP THIS PAGE FOR YOUR RECORDS

- Master Plumbers must complete 6 hours every year and Journeyman Plumbers must complete 4 hours every year in order to renew their license for the next calendar year.
- There are no tests involved with the Continuing Education program.
- Anyone who takes an exam and receives an initial license is exempt from the CE requirements for that year. If you have a Journeymen license and you take the Master Plumber exam and obtain a Master Plumber license in 2011, you are only required to take 4 hours of CE (rather than 6 hours) in 2011 to renew your Journeymen license. In 2012 you will have to take 6 hours to renew your 2013 Master Plumbers license. If you take the Journeyman exam and obtain a Journeyman License in 2011, then you are not required to take CE until 2012.
- **Registration:** Each registrant must fill out a separate registration form. On each registration form, the registrant needs to provide their own mailing address and this will be the address that LAPHCC will keep on file to send future correspondence. Please write legibly on your registration form to ensure that your information is correct in our database. This will also ensure your certificate is correct.

NOTE: A company paying for multiple plumbers may send one check for the total amount covering the cost for all employees attending the class.

FULL PAYMENT VERIFICATION IS REQUIRED PRIOR TO TAKING A CONTINUING EDUCATION CLASS.

Full payment must be verified before entering the class. On-site registrations will require verification of check and credit card payment. Cashier's checks and money orders are recommended for on-site registration to ensure admission to the class. If we are unable to verify payment, you will not be allowed to take the class.

NO EXCEPTIONS! NO ONE WILL BE ALLOWED TO ENTER A CONTINUING EDUCATION CLASS UNTIL FULL PAYMENT HAS BEEN VERIFIED.

- **Confirmations:** You will receive a confirmation if you provide an email address. Please keep in mind that you may not receive your confirmation immediately after you register. You will receive a confirmation email 1-2 weeks prior to the class you are registered for. If you would like to receive a confirmation by mail, please send a self-addressed, stamped envelope with your registration form to the LAPHCC office.
- Everyone must sign-in at the registration desk on the day of class, even if you are pre-registered. You will also receive your textbook at this time.
- **Membership:** Membership is on a company basis and all employees that work for a member company may register at the LAPHCC Member registration fee. If you would like information about LAPHCC Membership, please call the LAPHCC office at (225) 767-7640.
- **Cancellations:** In order to receive a full refund of your registration fee, we must receive your request to cancel IN WRITING at least 48 hours prior to the date of the Continuing Education class you are registered for. A fee of \$25 will be charged for cancellations made within 48 hours of the class. There will be NO refund issued for cancellations made after the date of the class.
- **Transfers:** If you need to transfer classes, we must receive your request to transfer IN WRITING at least 48 hours prior to the class that you were originally registered for. A fee of \$25 will be charged for transfers made within 48 hours of the class. NO credit will be issued for transfers made after the date of the class that you were originally registered for.
- **Textbooks:** The Continuing Education textbook is updated with new topics every year and all registrants are required to purchase a textbook every year. You will receive your textbook at registration (sign-in) on the day of class.
- **Certificate of Attendance:** You will receive your Certificate of Attendance once you have completed all of your 2011 Continuing Education hours and we have received full payment for the class. This is your proof that you have completed your 2011 Continuing Education requirements so you may renew your 2012 license.
PLEASE NOTE: The State Plumbing Board no longer requires you to send them a copy of your certificate, but you will need it for your records as proof that you received full credit for 2011 Continuing Education.
- **Louisiana State Plumbing Board:** Please call the State Plumbing Board at (225) 756-3434 or visit their website at www.spbla.com if you have questions regarding:
 - Master Plumber or Journeyman license testing
 - Continuing Education requirements
 - Medical Gas or Backflow Prevention classes (Currently LAPHCC does not provide Medical Gas or Backflow Prevention Continuing Education classes.)