

Registration Form

Name: _____

Property Name: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email: _____

Billing Party: _____

Billing Party Address: _____

CAMT Certificate Course Fee

TAA Members: \$1,099 Entire Course or \$175 Per Module

Non-Members: \$1,299 Entire Course or \$225 Per Module

I am registering for the Entire CAMT Course

___ Entire CAMT Course (Registration Deadline: October 22, 2013)

I am registering for the following Individual Module(s):

Non-Technical Online Courses:

___ 1A & 2A (Registration Deadline: October 22, 2013)

___ 3D (Registration Deadline: November 20, 2013)

Technical Courses:

___ B (Registration Deadline: October 22, 2013)

___ C (Registration Deadline: October 23, 2013)

___ 1D (Registration Deadline: November 19, 2013)

___ 2D (Registration Deadline: November 20, 2013)

___ E (Registration Deadline: December 27, 2013)

___ F (Registration Deadline: December 28, 2013)

Payment Options:

___ My registration fee is enclosed.

___ Please invoice me (due by registration deadlines)
Note: Invoice me (TAA Members Only)

___ Please invoice me the 3-month payment plan of the following: (October-\$367, November and December-\$366) or (November-\$367, December and January-\$366).

___ Credit Card Option:

Type of Card: ___ Am. Express ___ Visa ___ Mastercard

To pay with a credit card over the phone, please contact the TAA office at 919-782-1165 ext. 9.

Registration Policies:

CAMT module fees and registration deadlines are indicated to the left. Registration fees must be paid prior to each registration in order to receive text materials and to attend course/classes. **Cancellations must be received in writing.** Cancellations received one month prior to course module date will receive a full refund; received three weeks prior, 75% refund; received two weeks prior, a 50% refund; received one week prior, a 25% refund; and cancellations received less than one week prior will not be entitled to any refund.

I have read, understand and agree to the CAMT registration policies.

Signature _____ Date _____

Please Mail/Fax Your Registration Form and Payment To:

**Triangle Apartment Association
7920 ACC Blvd, Suite 220 • Raleigh, NC 27617
Fax: (919) 782-1169**

**Course(s) Location:
TAA/CRC Education Center
7920 ACC Blvd, Suite 220
Raleigh, NC 27617**

TAA: Providing educational opportunities for the Triangle apartment industry professional for 29 years!



The Triangle Apartment Association

proudly presents the

**American National Standards Institute
(ANSI) accredited certificate course**

**Certificate For Apartment
Maintenance Technicians Program**

CAMT 

**CERTIFICATE FOR APARTMENT
MAINTENANCE TECHNICIANS** 

**Non-Technical
&
Technical Courses**

The Triangle Apartment Association
is a local affiliate of the
National Apartment Association
and the
Apartment Association of North Carolina



CERTIFICATE FOR APARTMENT
MAINTENANCE TECHNICIANS

Maintenance expenses are the single largest controllable element in any operating budget. The CAMT (Certificate For Apartment Maintenance) course is designed as an introduction for *new* maintenance professionals or as a refresher for the veteran employee, to give these professionals the knowledge and tools necessary to run an effective maintenance program. This program has both classroom and online training components. **CAMT is the only Apartment Maintenance program to be nationally accredited by the American National Standard Institute (ANSI).**

To obtain a CAMT designation you must have one year of apartment or rental housing maintenance experience before being eligible to receive the Certificate for Apartment Maintenance Technicians. An eligible CAMT certificate candidate has twenty-four (24) months to complete all the requirements of the certificate. Take just one module or become a CAMT certificate holder.

The CAMT certificate has a lifetime validity and certificate holder(s) are not required to pay dues or earn (CECs).

Additionally, all CAMT certificate holders are granted a one-year membership in the Apartment Institute for Maintenance Excellence (AIME). Recognizing that CAMT certificate holders do not have to take continuing education credits but still need to remain on top of regulatory and emerging industry issues, NAAEI created the Apartment Institute of Maintenance Excellence (AIME) for CAMT certificate holders and encourages them to pay \$50 membership dues and earn three continuing education credits (CECs) annually to remain in good standing in AIME.

CAMT Certificate Course Fee

TAA Members: \$1,099 Entire Course or \$175 Per Module
Non-Members: \$1,299 Entire Course or \$225 Per Module
(Includes Text, Class Instruction for All Modules, Online Exam)

Registration Policies

The registration deadlines for each of the courses are indicated in the brochure. Registration fees must be paid prior to each registration deadline in order to receive text materials and to attend classes. **Cancellations must be in writing.** Cancellations received one month prior to course module date will receive a full refund; received three weeks prior, 75% refund; received two weeks prior, a 50% refund; received one week prior, a 25% refund; and **cancellations received less than one week prior will not be entitled to any refund.**

CAMT Course Modules:

Non-Technical Online Courses: Consist of online learning followed by online practices and scenarios.

1A - Inside the Apartment Business: This course covers the technician's responsibilities; compliance with relevant laws, regulations, and guidelines; safety standards; and customer service.

2A - People, Projects and Profits: This course covers the business skills, such as finance and budgets, time management, and project management, as well as "softer" skills such as communicating with bosses, peers, residents and being a good team player.

* Tuesday, November 12, 2013 * 1A, 2A
9:00 a.m. - 5:00 p.m.
Registration Deadline: 10/22/13

3D - The Future of Air Conditioning (extension of the HVAC courses in December)

* Wednesday, December 11, 2013
9:00 a.m. - 5:00 p.m.
Registration Deadline: 11/20/13

Technical Courses: Consist of hands-on classroom training followed by online practice scenarios.

B - Interior & Exterior Maintenance Repair

* Tuesday, November 12, 2013
9:00 a.m. - 5:00 p.m.
Registration Deadline: 10/22/13

This course provides maintenance personnel with the knowledge on how to keep the interior and exterior of the buildings on their community in excellent shape, both through repair and preventive maintenance. This course also teaches participants how to perform "make-ready" activities and gives them helpful checklists to use on the job.

C - Electrical Repair and Maintenance Course

* Wednesday, November 13, 2013 &
Thursday, November 14, 2013
9:00 a.m. - 5:00 p.m.
Registration Deadline: 10/23/13

This course provides the solid foundation in electrical work that maintenance personnel must have to be successful on the job, especially when working with appliances and HVAC. Topics covered: understanding systems and circuits, switches, receptacles, and fixtures, using meters; making diagnoses and repairs, following regulations; and safety issues.

CAMT Course Modules:

1D - Heating Systems and Maintenance Repair Course

* Tuesday, December 10, 2013
9:00 a.m. - 5:00 p.m.
Registration Deadline: 11/19/13

Prerequisite: *The CAMT Electrical Repair and Maintenance course is strongly recommended beforehand.*

This course on heating systems will help maintenance personnel understand their role in heating repair and maintenance. Topics covered: heating safety, key heating tools, heating basics, air distribution, electric furnaces, baseboards heating, gas furnace heating and hydronic heating.

2D - Air Conditioning Maintenance and Repair Course

* Wednesday, December 11, 2013
9:00 a.m. - 5:00 p.m.
Registration Deadline: 11/20/13

Prerequisite: *The CAMT Electrical Repair and Maintenance course is strongly recommended beforehand.*

This course on air conditioning will help maintenance personnel understand their role in air conditioning repair and maintenance; improve their knowledge and skills and be able to perform repairs with greater confidence. Topics covered: air conditioning safety, air conditioning tools, refrigerants and their special properties, the air conditioning unit and simple fixes.

E - Appliance Maintenance and Repair Course

* Tuesday, January 14, 2014
9:00 a.m. - 5:00 p.m.
Registration Deadline: 12/27/13

This course on appliances will help maintenance personnel understand their role in appliance repair and maintenance. Topics covered: diagnosing appliance problems, appliance safety, key appliance repair and maintenance tools, maintenance repair on clothes washers, dryers; and ovens.

F - Plumbing Maintenance and Repair Course

* Wednesday, January 15, 2014
9:00 a.m. - 5:00 p.m.
Registration Deadline: 12/28/13

This course teaches maintenance personnel how to maintain and repair plumbing systems and fixtures. Topics covered: an overview of the systems; key materials and equipment; pipes, fittings, valves; fixtures and appliances.

Review and Online Exam Prep

* Thursday, January 16, 2014
9:00 a.m. - 5:00 p.m.