

**NOTICE:**

**THIS IS A 2011 CONTINUING EDUCATION MAKEUP CLASS.**

If you attended a 2011 Continuing Education class between January 1, 2011 and December 31, 2011 please **DISREGARD** this notice.

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

Name: \_\_\_\_\_

License # \_\_\_\_\_ **Circle one:** Master Plumber / Journeyman Plumber

Company: \_\_\_\_\_

Please provide the mailing address that you would like CE information sent to:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail (To send confirmation): \_\_\_\_\_

*Confirmations will be sent by email only. No confirmations will be sent by mail.*

If you have NOT fulfilled your Continuing Education requirements in 2011, then you will need to attend this class in order to renew your 2012 Master Plumber or Journeymen Plumber license.

The following class is the **LAST** 2011 Continuing Education class that LAPHCC will host:

**Wednesday, March 7, 2012**

Embassy Suites Hotel—Baton Rouge  
4914 Constitution Avenue  
Baton Rouge, LA 70808



If you need overnight accommodations, please call the Embassy Suites Hotel by February 16, 2012 at 1-800-Embassy (toll-free) or online at [www.embassysuites.com](http://www.embassysuites.com) (using the group code: PHC)

**AGENDA:**

- 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**

**PLEASE NOTE:** This is a 2011 Continuing Education makeup class. For a schedule of 2012 Continuing Education classes, please visit [www.laphcc.org](http://www.laphcc.org)

**Textbook & Registration Fees:**

- Textbook (Master Plumbers & Journeymen) \$50
- Provider Application Fee (Required) \$25

**All registrants are required to purchase a textbook & pay provider application fee.**

**Please check one of the following registration fees:**

*(Your registration fee includes CE class, Certificate of Attendance, and lunch.)*

- \_\_\_ LAPHCC MEMBER - Master Plumber \$145
- \_\_\_ LAPHCC MEMBER - Journeyman \$145
- \_\_\_ NON-MEMBER - Master Plumber \$165
- \_\_\_ NON-MEMBER - Journeyman \$165

**Total Amount Due:**

\$ \_\_\_\_\_

**Total fees are:**  
**\$220 for members**  
**\$240 for non-members**

**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: \_\_\_\_\_

**A fee of \$25 will be charged for all NSF checks.**

**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. 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.

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

[www.laphcc.org](http://www.laphcc.org)

Questions? Contact Kimberly Abide at (225) 767-7640 or [kimberly@tatmangroup.com](mailto:kimberly@tatmangroup.com).

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**AGENDA:**

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

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

- 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.
- 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.
- **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.
- **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](http://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.)