**Carolinas Council for Affordable Housing**

**Proudly Presents**

**RD Training Day Camp for Site Managers**

**Class Agenda**

**All three locations:**

8:30-9:30 a.m. Registration check in and Coffee Service

9:30 a.m.- 12:00 p.m. Training

12:00 p.m. – 1:00 p.m. Catered Lunch with Beverage

1:00 p.m. – 2:30 p.m. Training Continues

2:30 p.m. – 2:45 p.m. Beverage Break

2:45 p.m. – 4:00 p.m. Training Continues

4:00 p.m. Training Certificates Presented

*You must be present to receive your training certificate.*

**⮚September 11, 2019**

**USDA Service Center**

**Auditorium**

**2736 NC Hwy. 210**

**Smithfield, NC 27577**

**⮚September 13, 2019**

**Forest Service Office**

**160 Zillicoa St., Suite 2**

**Asheville, NC 28801**

**⮚September 18, 2019**

**USDA Service Center**

**Conference Room**

**1450 Fairchild Dr.**

**Winston-Salem, NC 27105**

**Trainers: RD Personnel Lori Mercer and Lee Phipps**

**Subject Matter to be included but not limited to:**

**RD Fundamentals for New Site Managers**

**Refresher for Experienced Site Managers • Open Q & A Session**

Registration Information and Registration Fees:

Registration fees include all training handouts, food and beverages.

**CCAH Members: $30.00 per person.** You may use your PTE Credits for this training. Please call or email the CCAH office for your available PTE Credit Balance, if needed.

**Non-Members: $40.00 per person**

**RD Personnel: $20.00 per person**

**Registration Deadline:** All registrations must be received in the CCAH Office no later than **September 5, 2019**. Substitutions must be made by September 1, 2019. Cancellations are non-refundable.

Payments are due at the time of registration with company check or credit card.

If paying by credit card, please use the CCAH credit card authorization form and FAX along with the registration form(s) to the CCAH Office.

**Contact Information: Phone: 919-529-4937 • FAX: 919-964-8076**

**Email:** **ccahboard@aol.com**

 **CCAH Office • 8705 Ormand Way • Wake Forest, NC 27587**

**CCAH web site:** [**www.ccahonline.com**](http://www.ccahonline.com)