Register Online at www.palocalgovtraining.org or send registration and fee (checks made payable to PSATS) to:
The Pennsylvania State Association of Township Supervisors
4855 Woodland Drive
Enola, PA 17025

2011 Registration Form
L273: Managing Floodplain Development through the National Flood Insurance Program
Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

Evening Telephone No.

Email

Accessibility & Other Needs

Is Registrant a Municipal Official? ☐ Yes ☐ No
*For contact regarding course cancellations that may occur after business hours.

Course Location:
Please be sure to mark the session you wish to attend.
☐ June 6-9, 2011/Chester County
☐ June 10, 2011/CFM Exam
*(register for exam at www.floods.org)

Registration Fee:
(includes tuition, materials and food throughout the week)
☐ $100 - L273 Course Only

Dates & Location
If you need directions to any of the locations, please visit the facility’s Web site or call the facility at the telephone number listed below.

June 6-9, 2011
CHESTER COUNTY
Desmond Hotel and Conference Center
One Liberty Blvd.
Malvern, PA 19355
(610) 296-9800
www.desmondgv.com

Exam Only
June 10, 2011
CHESTER COUNTY
Desmond Hotel and Conference Center
One Liberty Blvd.
Malvern, PA 19355
(610) 296-9800
www.desmondgv.com

This program is presented in cooperation with the Governor’s Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

RETURN SERVICE REQUESTED
Course Description
This course is designed to provide an organized training opportunity for local officials responsible for administering their local floodplain management ordinance. The course will focus on the NFIP and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

Hands-on exercises are included to allow participants to better apply the information in their communities.

Selection Criteria:
Local officials responsible for administering local floodplain management ordinances, including but not limited to floodplain management administrators, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public works officials. Federal/state/regional floodplain managers also are encouraged to attend. The course is designed for those officials with limited floodplain management experience. This course is excellent preparation for the Certified Floodplain Manager Exam.

Instructors
- FEMA Region III Staff
- PA DCED Staff

CFM Credits
Current CFM attendees will receive 12 Continuing Education Credits for successful completion of this L-273 deployed Course.

Schedule
- Monday, June 6 – Thursday, June 9, 2011
- The course is four consecutive days. To obtain credit and receive a certificate of completion, attendees will be expected to be present for the entire four days.
- 8:30 a.m. Registration
- 9:00 a.m. Program Begins
- 5:00 p.m. Adjourn

Overnight Accommodations
Attendees must provide for their own transportation and make their own room reservations. A block of rooms has been held at the Desmond. Call (610) 296-9800 and reference L273 when booking. This room block will expire on May 6, 2011.

Instructors

CFM Examination
The CFM exam will be proctored on Friday, June 10, 2011, immediately following the deployment of the L-273 course in Malvern, PA. The exam will be “closed book” and will be held in a proctored classroom environment, the same location as the L-273 class. The examination will be pass/fail and the results will be held in strict confidence. There is a mandatory 70% pass rule to become a CFM. The exam will start promptly at 9:00 am on Friday, June 10, 2011 and three hours will be allotted for the exam. Those taking the CFM exam must pre-register Pre-approval is mandatory. Those approved to take the exam will be notified prior to the exam date. Walk-ins will not be permitted, all exam takers must be on the approved list, having submitted the appropriate application and fees in advance. To obtain a copy of the Application Package to take this exam [which includes a Registration Form] along with other details, please visit www.floods.org and submit the completed examination will be pass/fail and the results will be held in strict confidence. There is a mandatory 70% pass rule to become a CFM. The exam will start promptly at 9:00 am on Friday, June 10, 2011 and three hours will be allotted for the exam. Those taking the CFM exam must pre-register Pre-approval is mandatory. Those approved to take the exam will be notified prior to the exam date. Walk-ins will not be permitted, all exam takers must be on the approved list, having submitted the appropriate application and fees in advance. To obtain a copy of the Application Package to take this exam [which includes a Registration Form] along with other details, please visit www.floods.org and submit the completed registration form to:

Registration Information
The registration fee for this course is $100 per person, which includes tuition, materials and food throughout the week. The CFM Examination on Friday is a separate fee.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enoia, PA 17025
Fax: (717) 763-9732

You may also register online at www.palocalgovtraining.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional courses, please visit our training calendar at www.palocalgovtraining.org.

Walk-in Registrations
Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is canceled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.palocalgovtraining.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellation/No-Show Policy
A cancellation received less than 10 business days before the session you are registered for, is subject to a $50 processing fee for refunds. Those who cancel within two business days of the session, forfeit the full registration fee and if unpaid, will be invoiced.

Accessibility & Other Needs
All sessions will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

Inclement Weather
In the event of inclement weather, please verify that the session is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Session cancellations are updated by 7:00 a.m. on the day of a course.