



## Administrator School Pre-Registration Form

PLEASE PRINT LEGIBLY

Training Site & No.: \_\_\_\_\_ Class Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Office: \_\_\_\_\_

Lodge Name & No: \_\_\_\_\_ MID No.: \_\_\_\_\_

Address: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Eve Phone: \_\_\_\_\_

\*\* I attended LCL.net / QB 2-HOTT class: \_\_\_\_/\_\_\_\_/\_\_\_\_ Instructor: \_\_\_\_\_

\*\* It is a **requirement** that you attend the 2-HOTT training on LCL/QuickBooks class before attending the Administrator School.

I attended Lodge Leadership class: \_\_\_\_/\_\_\_\_/\_\_\_\_ Instructor: \_\_\_\_\_

I attended TIPS Server Class: \_\_\_\_/\_\_\_\_/\_\_\_\_ Instructor: \_\_\_\_\_

**COST = \$150 / Person - Includes Materials**

**Please Complete and Return this form along with check made payable to the PMA to:**

Cindy Schilling  
PMA Fraternal Education Coordinator  
408 W Horner St., #17  
Ebensburg, PA 15931

**REFUND POLICY:** Refunds will only be given if cancellations are made in writing 72 hours prior to class date.

