Important Information for Open Registration
Evaluation & Management Boot Camp™ - Professional Version
Open Registration Course Participants

2018 Version

Directions and Hotel Information
The hotel address, phone number, URL, room rate and room rate cut-off date are posted on our web site at http://hcmarketplace.com/evaluation-management-boot-camp-professional-version. The hotel websites give detailed directions to the hotel as well as information about the location. Please call the hotel directly to make a room reservation. Be sure to identify yourself as an HCPro Boot Camp participant. Please be sure to make your reservation before the cut-off date. After the cut-off date, contact the hotel to determine room availability and rates.

Course Materials
When you arrive at class, you will receive a workbook containing the class materials utilized throughout the boot camp. These workbooks will be yours to keep, so plan accordingly in allowing enough room in your luggage on the return trip home. Workbooks may also be shipped from the hotel at your own expense.

Manuals Needed for Class

** Please note: Each year the CPT manual is updated around early-mid November any classes around this time frame will use the most current version.

Classroom Time
It is an understatement to say that this course is intense. Other than breaks, we will be in class from 8:00 a.m. to 5:00 p.m. each day. There will be about a 45 minute lunch break each day. Cell phone use during class is strictly prohibited.

Lunch
We will take about a 45 minute break for lunch each day. Although we typically provide coffee in the morning and drinks and snacks in the afternoon, everyone is on their own for lunch. Note that many hotels do not have restaurants on-site. If you are flying to the course, we generally recommend renting a car.
What to Bring to Class
Please bring the following to all classes:

- Your current CPT Professional edition manual (required)
- Highlighter
- A notebook for making your own notes
- Sticky Notes/flags
- Pen/Pencil

Dress
Business attire is not necessary. Please dress comfortably. Also, we find that the classrooms are sometimes on the cool side, even during the warmer months. You may be more comfortable if you bring a sweater or sweatshirt in case you get cold.

Cancellation and Transfer Policy
For our cancellation and transfer policy, visit our website at:
http://hcmarketplace.com/cancellations

Contact Information
If you have any question about the Boot Camp program, please contact:

Customer Service
(800) 650-6787 phone
(800) 785-9212 fax
http://hcmarketplace.com/product-type/boot-camps

We look forward to having you in class!