

# 2023 CTI Mini Education Week Outline

If you have questions, please contact the CALBO office at 916-457-1103 or [info@calbo.org](mailto:info@calbo.org).

## We hope you will join us at the 2023 CALBO Training Institute Mini Education Week in Costa Mesa!

- 12 in-person course options over 3 days.
- All courses updated with 2022 code changes.
- 14 subject matter expert instructors.



### Dates

Monday, March 27 - Wednesday, March 29, 2023

### Course Schedule

Each course runs from 8:00am - 3:30pm - 6 hours of instruction (0.6 CEUs).  
Classrooms open at 7:00am each day.

### Venue

Hilton Costa Orange County/Costa Mesa  
3050 Bristol St, Costa Mesa, CA 92626  
714-540-7000

### Parking

**\*\*IMPORTANT: Registrants are responsible for day and night parking fees.\*\***

- **Hotel On-Site Parking:** \$18.00 per overnight and \$10.00 per day.
- **Off-Site Parking Garage:** There is a parking structure next to the hotel (on Hotel and Jian Way) - South Coast Corporate Center Parking Lot (3070 Bristol St, Costa Mesa, CA 92626) that is available for both day and overnight parking.

### In-Person Fee

Each Course

### Member

\$195.00

### Non-Member

\$250.00

### Online Registration

Please register online at [www.calbo.org](http://www.calbo.org). Only online registrations will be accepted. Courses are available first-come, first-served until at capacity.

### Registration Deadline

**Thursday, March 16, 2023 at 5:00pm sharp, no exceptions**

### Meals

Each registrant receives morning and afternoon refreshments along with lunch.

# Mini Education Week Outline (continue)

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## Course Materials

All course materials will be emailed to students 48 hours before each course. **IMPORTANT: No printed materials will be provided by CALBO.** Attendees are encouraged to either print their materials themselves or bring a tablet, laptop or personal electronic device to follow the material during the lecture. Wi-fi will be available in each classroom.

## Classroom Breaks

Two ten-minute breaks are offered in the morning at 9:00am and 10:15am along with two ten-minute breaks in the afternoon at 1:15pm and 2:30pm. A full hour break is given for lunch from 11:15am - 12:15pm. These timelines are strictly followed in each classroom.

## Evaluations

Every attendee will receive an online link for each course to complete an online course and instructor evaluation to ensure that the course(s) met your expectations.

## Certificate of Attendance

Each attendee will be emailed their attendance certificate(s) within 48 hours of each course. Each course is approved by the ICC Preferred Provider Program, and most courses are approved by American Institute for Architects. Please check the course descriptions for further information. For six-hour courses, 0.6 CEUs are granted.

## Cancellation Policy/Transfers

Written notification of cancellation or registration transfer to another staff member must be received 7 days prior to the first-day of the event for a refund, minus a 25% processing fee. Any cancellations or transfers after this date are not granted, and the registrant is responsible for full payment. No-shows will not be refunded.

## Special Needs

CALBO must be notified of any special accommodation or dietary needs at least 15 days prior to the start of the event. Special dietary meal requests are not guaranteed without prior notification.

## Need Assistance?

If you have questions about this event or your registration, please contact the CALBO Office at 916-457-1103 or [info@calbo.org](mailto:info@calbo.org).