Phone/Audio Streaming Programs

Phone/Audio Streaming Program Details

CLE CREDIT: 1.0 Hour for each program**
TIME: See individual program information.
TUITION: $80 per program
**Co-sponsored with WebCredenza

WHAT IS A PHONE/AUDIO STREAMING PROGRAM?
Phone Programs are LIVE, interactive audio discussions of timely subjects that you can receive in your office, your home or wherever you can place a phone call or have access to the Internet. Because Phone/Audio Streaming Programs are live for State Bar MCLE purposes, there is no limit on the number of Phone/Audio Streaming Programs you may take per year.

WHY WOULD I WANT TO REGISTER FOR A PHONE/AUDIO STREAMING PROGRAM?
Convenience! Stay current on law and practice issues without leaving your office. Phone/Audio Streaming Programs save you time and travel.

WILL I BE ABLE TO ASK QUESTIONS?
Phone participants will be prompted to ask questions of the faculty at the conclusion of the program. Streaming participants can post questions at anytime during the program. They will be addressed by the moderator before signing off.

HOW DO I CONNECT WITH A PHONE/AUDIO STREAMING PROGRAM?

Calling in: Use any phone. After you register for a program, you will be provided a special toll-free number to call on the day of the program. When you call the number, you will be connected to the program. Your call-in information and instructions will be available in your online learning account at www.ncbar.org/CLE. Once logged in, click on “My Classroom,” then the “My Courses” tab and find the program title you are attending.

Audio Streaming: Use any device that has access to the Internet. On the day of the program log into the NCBA CLE Online Learning Center at www.ncbar.org/CLE (click “Log In” located in the top right corner). Once logged in, click “Your Classroom” and find the program title you are attending. Click “Launch Web Event” button and a new window will open your audio streaming screen.

February Phone/Audio Streaming Programs

Smartphones, Tablets and Social: Workplace Issues for Employers | #755TWC
Thursday, February 1, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
Everyone carries a small computer called a smartphone in their pocket or a powerful communications device called a tablet in their purse, brief case or backpack. Sometimes employers encourage employees to bring device and use them in their work. The spread of these devices in the workplace has given rise to concerns about distraction, loss of productivity, employee privacy, and the breach of employer trade secrets and other information. This program provides a framework of all the legal issues involved when employees bring their own devices to work and related social media issues.

Drafting Independent Contractor Agreements | Live Replay from July 12, 2017 | #755T21
Thursday, February 1, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
Independent contractors are distinct from employees. If a worker is an independent contractor, the employer has less tax liability and less liability for contractor misconduct. But the employer also has less ability to control the actions of the worker. This program discusses the intricacies of drafting independent contractor agreements, their major provisions, and how they must differ from employee contracts to preserve limited employer liability.

The Ethics of Supervising Other Lawyers | Live Replay from June 16, 2017 | #755TW2
Friday, February 2, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
Lawyers often oversee other lawyers; partners supervise the work of associates, in-house counsel supervise the work provided by outside counsel, project managing attorneys supervise the work of all the attorneys on the representation. All these forms of supervision come with ethical duties to ensure the supervised attorneys practice competently and ethically. This program provides a guide to how ethics rules apply when lawyers supervise other lawyers.

Ethics in Billing and Collecting Fees | Live Replay from February 17, 2017 | #755T22
Friday, February 2, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
Every law practice is also a business. Timely billing and collecting fees is essential to stability of the practice and the livelihood of its attorneys and staff. But unlike any other business, this essential financial aspect is governed by a host of ethics rules. This program discusses ethics rules as they apply to billing and collecting attorneys’ fees, common traps and sources of ethics sanction, and best practices.
Funding Trusts: Asset Planning and Financing Distributions | Live Replay from May 2, 2017 | #755TW3
Monday, February 5, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
This program discusses the range of issues involved with funding trusts, including types of trusts and their funding requirements, transferring assets and monitoring them, what to do if a trust is under-funded or unfunded, and planning to ensure that a trust does not become ineffective because it’s unfunded.

The Ethics of Representing Two Parties in a Transaction | Live Replay from September 14, 2017 | #755T23
Monday, February 5, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This program provides a real-world guide to representing two or more parties in a transaction or in litigation. The program discusses conflicts of interest (including waivers), confidentiality and the attorney-client privilege.

2018 Ethics Update – Part 1 | #755TW4
Tuesday, February 6, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This wide-ranging annual update discusses developments in ethics and professional responsibility important to your law practice. The program covers conflicts of interest, confidentiality, the impact of technology and law office technology on law practice, and much more.

Structuring and Drafting for Asset-based Financing - Part 1 | Live Replay from August 22, 2017 | #755T24
Tuesday, February 6, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour
Asset based loans are an essential source of capital for most companies. Based on a company’s inventory, receivables, equipment or other property, these loans provide capital for growth and liquidity for ongoing operations. When unsecured borrowing is unavailable because of a tight credit market, asset based loans are often the only source of capital available to a company. This two-part program provides a real-world guide to structuring, documenting and reviewing an asset-based loan and a discussion of the rights and remedies of creditors and debtors when a loan goes bad.

2018 Ethics Update – Part 2 | #755TW5
Wednesday, February 7, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This wide-ranging annual update discusses developments in ethics and professional responsibility important to your law practice. The program covers conflicts of interest, confidentiality, the impact of technology and law office technology on law practice, and much more.

Structuring and Drafting for Asset-based Financing – Part 2 | Live Replay from August 23, 2017 | #755T25
Wednesday, February 7, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour
Asset based loans are an essential source of capital for most companies. Based on a company’s inventory, receivables, equipment or other property, these loans provide capital for growth and liquidity for ongoing operations. When unsecured borrowing is unavailable because of a tight credit market, asset based loans are often the only source of capital available to a company. This two-part program provides a real-world guide to structuring, documenting and reviewing an asset-based loan and a discussion of the rights and remedies of creditors and debtors when a loan goes bad.

Undue Influence and Duress in Estate Planning | Live Replay from May 9, 2017 | #755TW6
Thursday, February 8, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
Duress and undue influence can be subtly applied and sometimes difficult to detect. It’s not exclusively an issue of planning for the elderly. Its influence can be widely felt. When duress or undue influence are applied when making estate and trust planning decisions, it taints the decisions made and potentially subjects estate and trust plans to challenge in court. This program provides a real-world guide to detecting duress and undue influence, how to respond if you see them applied toward your clients, and how to protect estate and trust documents from challenge.

Negotiating (and Renegotiating) Leases — Part 1 | #755TW7
Friday, February 9, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
This program provides a practical guide to drafting and reviewing leases for commercial, retail and industrial space. The program also covers renegotiating leases when the initial lease becomes diseconomic for the tenant. The program covers the process form letters of intent and negotiations to drafting and closing a lease, including a detailed discussion of major provisions of these leases.

Ethics and Client Money: Trust Funds, Setoffs and Retainers | Live Replay from October 20, 2017 | #755T27
Friday, February 9, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This program covers major ethical issues when attorneys receive or disburse client money. This program covers trust fund accounting, pre-payment of expenses, the setoff of unpaid expenses against clients funds obtained in a judgment against a third party, the receipt and charge off of retainers, the disbursement of client property held in trust in estate administration, and much more.

Negotiating (and Renegotiating) Leases — Part 2 | #755TW8
Monday, February 12, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
This program provides a practical guide to drafting and reviewing leases for commercial, retail and industrial space. The program also covers renegotiating leases when the initial lease becomes diseconomic for the tenant. The program covers the process form letters of intent and negotiations to drafting and closing a lease, including a detailed discussion of major provisions of these leases.

Ethics for Transactional Lawyers | Live Replay from November 3, 2017 | #755T28
Monday, February 12, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This program provides a real world guide to major ethical issues in transactional practice. Among other issues, the discussion covers identifying your client among partners or between an organization and its owner group, ethics when negotiating with unrepresented third parties, voluntary and mandatory disclosures...
Virtually every communication a lawyer makes on behalf of a client is a negotiation. This is equally true of communications in litigation with opposing counsel as it is in a transactional negotiation. There's an indistinct line between ethical propriety and going too far, between permissible "puffing" or "boasting" and outright (thus unethical) deceit. This program discusses the many shadings of gray when attorneys engage in negotiations.

**Letters of Intent in Real Estate Transactions**  
**Live Replay from May 10, 2017 | #755T12**

**Friday, February 16, 2018, 1:00–2:00p**  
**CLE Credit: 1.0 Hour**

This program provides a framework for uses and substantive content in letters of intent in real estate transactions. The program covers letters of intent in acquisitions, development and leasing of real property. The program also covers use of letters of intent to set-up negotiations and to facilitate drafting the underlying documentation.

**Ethics of Co-Counsel and Referral Relationships**  
**Live Replay from May 12, 2017 | #755T13**

**Monday, February 19, 2018, 1:00–2:00p**  
**CLE Credit: 1.0 Hour**

Co-counsel and referral relationships are common in law practice. They also impose certain ethical duties on the lawyers involved. This program covers the ethics of associating with other lawyers to gain competence, the duty to supervise counsel to whom you've referred work, liability for errors of co-counsel, the duty to inform clients about co-counsel malpractice, fee-splitting, and much more.

**Trust and Estate Planning for Client Privacy in a Public World**  
**Live Replay from April 19, 2017 | #755T33**

**Monday, February 19, 2018, 2:30–3:30p**  
**CLE Credit: 1.0 Hour**

The pervasiveness of the Web and data collection services has made maintaining any semblance of privacy daunting. Property records and other publicly available files, when combined and overlaid with other types of data, often reveal more than a trust and estate client prefers. This program provides a guide to how information becomes public and how you, as a planner or administrator, can take practical steps to ensure the privacy of client trust and estate matters.

**Sophisticated Choice of Entity – Part 1**  
**Live Replay from June 20, 2017 | #755T34**

**Tuesday, February 20, 2018, 1:00–2:00p**  
**CLE Credit: 1.0 Hour**

This program provides a detailed discussion of advanced choice of entity considerations for all types of businesses. The program covers the impact of regulatory considerations, compensation and fringe benefit issues, special considerations for service businesses, governance issues and the ability to restrict owner conduct and modify fiduciary duties, income and employment tax considerations, and much more.

**Drafting Subleases and Assignments in Commercial Real Estate – Part 1**  
**Live Replay from June 20, 2017 | #755T34**

**Tuesday, February 20, 2018, 2:30–3:30p**  
**CLE Credit: 1.0 Hour**

This program covers the forms of subleasing and assignments and drafting the (often complex) underlying documents.
governing the relationships among the master landlord, the tenant/sub-landlord, and subtenant. Among other topics, the program covers the types of subleases, standards of reasonableness, the motivations and interests of the parties, and reviews the most highly negotiated provisions of these agreements.

Sophisticated Choice of Entity – Part 2 | Live Replay from June 20, 2017 | #755T35
Wednesday, February 21, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
This program provides a detailed discussion of advanced choice of entity considerations for all types of businesses. The program covers the impact of regulatory considerations, compensation and fringe benefit issues, special considerations for service businesses, governance issues and the ability to restrict owner conduct and modify fiduciary duties, income and employment tax considerations, and much more.

Drafting Subleases and Assignments in Commercial Real Estate – Part 2 | Live Replay from May 29, 2017 | #755T36
Tuesday, February 20, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour
This program covers the forms of subleasing and assignments and drafting the (often complex) underlying documents governing the relationships among the master landlord, the tenant/sub-landlord, and subtenant. Among other topics, the program covers the types of subleases, standards of reasonableness, the motivations and interests of the parties, and reviews the most highly negotiated provisions of these agreements.

Like Kind-Exchange of Business Interests — It’s Not Just About Real Estate | Live Replay from May 27, 2017 | #755T37
Thursday, February 22, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
This program discusses the use of like-kind exchange techniques to transfer businesses and components of businesses, as opposed to using like-kind rules for the exchange of real estate. Among other topics, the program discusses allocating the purchase price and liabilities, and the relationship of like-kind exchange techniques to other business sale principles.

Ethics and Conflicts with Clients – Part 1 | Live Replay from November 13, 2017 | #755T38
Thursday, February 22, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This program discusses ethical issues in a wide range of circumstances in which attorneys find themselves in conflicts with their clients. Among other topics, the program covers gifts from clients, personal relationships with clients, going into business with clients, fee disputes with clients, settlement authority with clients, and much more.

Drafting Waivers of Conflicts of Interests | #755T39
Friday, February 23, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
Ethics rules allow attorneys to represent certain parties in certain matters even if there is a conflict of interest, but only if the attorney obtains an effective waiver of the conflict from the clients involved. This program provides a real-world guide to the process of obtaining a waiver and drafting waiver letters.

Ethics and Conflicts with Clients – Part 2 | Live Replay from November 14, 2017 | #755T40
Friday, February 23, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This program discusses ethical issues in a wide range of circumstances in which attorneys find themselves in conflicts with their clients. Among other topics, the program covers gifts from clients, personal relationships with clients, going into business with clients, fee disputes with clients, settlement authority with clients, and much more.

Ethics in Discovery Practice | Live Replay from May 19, 2017 | #755T41
Monday, February 26, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
Every litigation practice engages in extensive discovery. What can be discovered and how evidence of various types can be used, if at all, are ethics issues as much as issues of litigation strategy. This program provides a practitioner’s guide to ethical issues in bankruptcy.

2017 Ethics Update – Part 1 | Live Replay from February 7, 2017 | #755T42
Monday, February 26, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This wide-ranging annual update discusses developments in ethics and professional responsibility important to your law practice. The program covers conflicts of interest, confidentiality, the impact of technology and law office technology on law practice, and much more.

Estate and Trust Planning for Educational Expenses | #755T43
Tuesday, February 27, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour
One of the largest expenses most people will have in their lifetimes is for the education of their children and/or grandchildren. State-sponsored Section 529 plans are available in a variety of forms to help pay for educational expenses, but they are not appropriate for all clients. This program discusses the range of estate and trust planning options available for educational expenses, including the various forms of Section 529 plans, alternative trust plans, issues with the “Kiddie Tax,” and how these plans fit into your clients’ larger estate planning.

2017 Ethics Update – Part 2 | Live Replay from February 8, 2017 | #755T44
Tuesday, February 27, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
This wide-ranging annual update discusses developments in ethics and professional responsibility important to your law practice. The program covers conflicts of interest, confidentiality, the impact of technology and law office technology on law practice, and much more.

Ethics and Artificial Intelligence in Law Practice Software and Tools | Live Replay from May 31, 2017 | #755T45
Wednesday, February 28, 2018, 1:00–2:00p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
Artificial intelligence and machine learning are at the heart of many software packages and other technology lawyers use to automate drafting of transactional, estate planning and pleadings. When lawyers use these forms of AI and machine learning, it raises substantial ethical issues touching the core of what is giving legal advice and service to clients. This program discusses these ethical issues and how they may expose lawyers to liability.

The Ethics of Supervising Other Lawyers | Live Replay from June 16, 2017 | #755T46
Wednesday, February 28, 2018, 2:30–3:30p
CLE Credit: 1.0 Hour Ethics/Professional Responsibility
Lawyers often oversee other lawyers; partners supervise the work of associates, in-house counsel supervise the work provided by outside counsel, project managing attorneys supervise the work of all the attorneys on the representation. All these forms of supervision come with ethical duties to ensure the supervised attorneys practice competently and ethically. This program provides a guide to how ethics rules apply when lawyers supervise other lawyers.
REGISTRATION CATEGORIES | The following registration category fees include your State Bar MCLE fee, digital materials and lunch (where included) at the live programs:

NCBA Section Members | Section members receive a discount off the regular member rate on section-sponsored CLE programs. If you are not a member of the indicated section and wish to join, you may do so at the time of program registration.

NCBA Members | Receive reduced registration fees.

Full-Time LANC Attorneys (NCBA Members) | Attorneys who are full-time Legal Aid attorneys and members of the NCBA may attend most CLE programs at a reduced tuition rate. Please check program brochure for tuition and exceptions.

NCBA Paralegal Division Members | NCBA non-attorney Paralegal Division members receive reduced registration fees. Please check program brochure for tuition and exceptions.

First Year Licensed in NC (NCBA Members) | First year attorneys licensed to practice in NC who are also NCBA members receive a reduced registration fee of $99 for live and video replay programming (maximum of 7.0 credit hours) in the first year of membership with the NCBA. Some exclusions apply.

CLE Passport | You must have paid the Passport enrollment fee for that enrollment year. Please note 1 token equals 1 passport hour. This category is subject to certain restrictions. Call the CLE Department for more information.

Non-Members | Are welcome to register and attend any of the CLE programs. Non-members may join the NCBA and register at the member rate.

Purchasing Program Materials | Program materials are available after the initial live program date for purchase in the CLE Bookstore. Program materials are available in a digital download, printed format or both when purchased after the live program date. Allow two to four weeks for delivery of printed materials. If you are attending a video replay program and considering purchasing program materials for that program, please read the information under Video Replays.

Digital Program Materials | Effective July 1, 2015, all CLE program materials are 100% digital. Digital materials will be available to download to your device from your NCBA account up to seven (7) days prior to the CLE program. Please download your materials in advance and bring that device to the CLE program. If you have any questions or would like assistance, please contact the CLE Department.

The following registration categories do not include MCLE fees:

Judges | You must be a member of the NCBA.

Clerks of Court | You must be a member of the NCBA.

Law Professors | You must be a full-time professor at an ABA-approved law school, or a law school seeking ABA accreditation, and a member of the NCBA.

Law Students and Paralegal Division Students | You must be a member of the NCBA Law Student or Paralegal Student Division.

CLE Scholarships | A limited number of scholarships are available to members in financial need. Contact Membership Services at 1.800.662.7407 or email akemple@ncbar.org.

MCLE Credit | The North Carolina Bar Association (NCBA) is an accredited CLE sponsor under the Mandatory CLE Regulations promulgated by the Board of Continuing Legal Education of the North Carolina State Bar. These programs have been approved (but are not sponsored) by the Board for the designated number of CLE hours. The NCBA is also an accredited sponsor for mandatory CLE in other states.

It remains the responsibility of each attorney to maintain records of his or her attendance at CLE programs for purposes of the annual report required by the State Bar. MCLE credit will be reported only if North Carolina State Bar number is provided.

REGISTRATION INFORMATION | Registrations (including door registrations) are limited to available space. Available space at the NC Bar Center includes a live overflow room with video simulcast. Your registration form and check must be received one week prior to the program date to qualify for the Early Bird Discount. Registrations received after this time or at the door are charged the regular tuition. Please note: CLE hours and tuition are approximate until individual program brochures are published. In the event of price discrepancies, you will be invoiced for or refunded the difference.

Method of Payment and Registration | Payment can be made by VISA, MasterCard, American Express or check payable to the NC Bar Association. Register by phone, fax, mail or online. Please note: CLE hours and tuition are approximate until individual program brochures are published. In the event of price discrepancies, you will be invoiced for or refunded the difference.

Cancellations | Cancellations must be received by 9:00a on the third working day prior to the program in order to qualify for a refund (less $75 administrative processing fee).

Transfers | Registrants wishing to transfer their registrations from a Live program, Video Replay, Webcast, Webinar or Phone/Audio Streaming Program may do so without penalty within three (3) working days after the program concludes. A registration may be transferred ONCE. Registrants may not transfer to or from an Online CLE program, a Webcast or Webinar done with a third-party vendor.

Video Replays | All program materials for Video Replay programs are 100% digital. Program materials may be downloaded to your device up to seven (7) days from the date of the program. Be sure to bring that device to your Video Replay program. Attendees opting to purchase printed program materials for a Video Replay program MUST call the CLE Department no later than seven (7) days before the program. The materials are sold at NCBA cost for printing and shipping. The materials will be shipped to the purchaser’s address of record in our system. Receipt of the materials cannot be guaranteed by the date of the program: we have no control over mailing timeframes once the materials have shipped. Early registration is requested for Video Replays to ensure space. NC State Bar rules require a minimum number of active State Bar members to register before MCLE credit will be given for a Video Replay. The NCBA reserves the right to cancel any video program prior to the program date if registrations do not meet this requirement. CLE hours of Video Replays are subject to change.

Persons with Disabilities | We make every effort to ensure that our programs are held in facilities which are fully accessible to persons with disabilities. If you plan to attend our program and need special facilities or assistance relating to a disability, please contact the CLE Department at least one week prior to the date of the program.
CUSTOMER INFORMATION  •  Duplicate this form for additional registrants and make a copy for your records.

For MCLE Credit list both:  NC State Bar No.: _______ NCBA Member No.: ____________________________

PRINT Full Name: ____________________________________________

Firm/Agency Name: ____________________________________________  Email: __________________________

Business Phone: ____________________________________________  Business Fax: ______________________

Street Address: ____________________________________________  P.O. Box No.: _______________________

(Necessary for print book orders)

City, State, ZIP Code: ____________________________________________  □ Check here if new information on any line.

I am a:  □ CLE Passport Holder

$75 Tuition:  □ Judge (NCBA Member)  □ Clerk of Court (NCBA Member)  □ Law Professor (NCBA Member)

$25 Tuition:  □ NCBA Paralegal Student Member  □ NCBA Law Student Division Member

---

**PROGRAM ORDER DETAILS**

<table>
<thead>
<tr>
<th>Program No.</th>
<th>Title</th>
<th>Location</th>
<th>Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$ __________________

$ __________________

$ __________________

$ __________________

PROGRAM TOTAL: $__________

---

**BOOK ORDER DETAILS**

<table>
<thead>
<tr>
<th>Book Title</th>
<th>Format</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E-version</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>Print and E-version</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>E-version</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>Print and E-version</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>E-version</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>Print and E-version</td>
<td>$ ________</td>
</tr>
</tbody>
</table>

Book Subtotal: $ ________

* Shipping and Handling: $ INCLUDED!

7.25% Sales Tax: $ ________

BOOK TOTAL: $ ________

---

ORDER TOTAL  •  Please enter your program and book totals from the above sections and add together.

PROGRAM TOTAL: $ ________

BOOK TOTAL: $ ________

ORDER TOTAL: $ ________

---

**PAYMENT**

□ Check Enclosed (Payable to NCBA)  □ Visa  □ MasterCard  □ American Express

Card No. ____________________________________________

Exp. Date: ___________________  Signature: _____________________

---

Please mail this completed form to NCBA, Attn: Accounting • P.O. Box 3688, Cary, NC 27519, or fax to 919.677.1774.

See order form or call 800.228.3402 to register.