



Association of Certified Professional Wedding Consultants

Dear Prospective Student:

Thank you for your interest in the ACPWC and its Wedding Consulting and Coordination Programs. The ACPWC course is the only Personalized, Comprehensive Course offered Nationally and Internationally, and is Registered and approved by the Department of Consumer Affairs, and the Texas Workforce Commission.

Enclosed is the application you requested. The course fee is \$895 for the 5-day Personalized Course and \$895 for the Correspondence/Home-Study Course. A Certificate of Completion will be presented to students who successfully complete the course and assignments within the allotted time and who, in the opinion of the instructor, meet the personal qualifications and ideals of the ACPWC.

PERSONALIZED COURSE: In order to reserve your space for the next course, we must receive your completed application, personal evaluation and enrollment agreement, two reference letters (one personal and one professional), and a non-refundable deposit of \$200, which is applied to the total cost of the course. Your final payment must be received no later than two weeks prior to the first day of class. All payments, except the deposit, are refundable up to two weeks prior to the start of class.

CORRESPONDENCE/HOME STUDY COURSE: The signed DVD Agreement, two (2) reference letters, and payment must be received prior to mailing the course materials (binder and 10 DVDs). This payment is non-refundable after the course materials have been mailed.

Please return the enclosed forms, and indicate whether you will be taking the Personalized Course or the Correspondence Course. Availability for either course should be confirmed as soon as possible by telephoning the ACPWC office at (408) 227-2792.

Please check our website at www.acpwc.com for class dates, locations and updated information.

1. The Personalized Course is presently available in California, Georgia, Florida and Texas.
2. The Correspondence Course includes the same binder of information, plus 10 class DVDs.

Once we receive your completed application and appropriate fees, we will send your assignments and hotel and travel information.

We feel you will benefit greatly from the course. We wish you much success in your new business.

Most Sincerely,

Deborah Moody
Director

Association of Certified Professional Wedding Consultants

APPLICATION

PLEASE PRINT: Please fill out application completely - please use this form only

Name _____ Email _____

Please write legibly

Address _____ City _____

State _____ Zip Code _____ Country _____

Phone/Home () _____ Phone/Work () _____

Phone/Cell () _____ Fax () _____ **Mandatory**

Do we need to call first before faxing? _____ Which number shall we call? _____

Is your fax number a designated number? _____

Birth date _____ Birth place _____

Years of School Completed _____ Degree _____

Ethnicity/Nationality/Culture _____ (for assignment purposes only)

PLEASE CHECK WHICH COURSE YOU ARE APPLYING FOR:

_____ PERSONALIZED COURSE: _____ STATE: _____

_____ CORRESPONDENCE COURSE starts upon receipt of Application & DVD Agreement Form

What do you hope to gain from this course? _____

Present Employer: _____ Position: _____

Duties: _____ How long? _____

Have you ever had experience in the Wedding Industry? _____ Number of years? _____

What capacity? _____

Describe duties: _____

How many weddings have you planned? _____ For a fee? _____

Expertise in wedding industry: _____

PAYMENT ENCLOSED \$ _____ BALANCE DUE \$ _____

*PAYMENT BY CHECK _____ VISA/MASTERCARD _____ *

*****FOR OFFICE USE ONLY*****

DATE COMMENTS _____

COMPLETION

ENROLLMENT CHECKLIST

PLEASE COMPLETE, CHECK-OFF AND RETURN THE FOLLOWING:

Personalized Course-pages 2-5

Correspondence/Home-Study Course-pages 2-6

- _____ Page 2. APPLICATION
- _____ Page 3. ENROLLMENT CHECKLIST
- _____ Page 4. STUDENT AGREEMENT
- _____ Page 5. PERSONAL EVALUATION
- _____ Page 6. ACPWC CLASS DVD AGREEMENT (Correspondence/Home-Study Course only)
- _____ Page 7-9 SCHOOL CATALOG. DO NOT RETURN. KEEP FOR YOUR REFERENCE.

INCLUDE:

TWO (2) REFERENCE LETTERS – One Personal and One Professional

Personal-character reference; Business-any type of business reference on job performance

SPECIFY PAYMENT TERMS:

Payment in two installments OR total amount (please specify)

- _____ Personalized Course – a non-refundable deposit of \$200, plus a \$695 balance
 - _____ Correspondence Course – a payment of \$895 prior to course being sent
 - _____ International Course – a payment of \$895 prior to course being sent + refundable deposit of \$300 (upon return of DVDs in good condition) and \$60 Air Shipping Fee
- \$_____ **Total amount enclosed.**

HOW DID YOU LEARN ABOUT THE COURSE?

Which Advertising Media?

Name of Magazine _____ Name of Newspaper _____

Name of Book _____ Bridal Show _____

Exact Web site _____ Search Engine _____

What directed you to ACPWC website? _____

Friend – Name _____ Wedding Consultant _____

Other _____

MAIL TO: Deborah Moody, Director
ACPWC
122 Destry Court
San Jose, CA 95136
USA

PHONE: (408) 227-2792

FAX: (408) 226-0697

Thank you for your application and interest in the Association of Certified Professional Wedding Consultants.

Association of Certified Professional Wedding Consultants

ACPWC STUDENT AGREEMENT

ACPWC is registered with the State of California Department of Consumer Affairs. "Registered" means that we have met the standard requirements imposed by the state for registered schools on the basis of written application to the state. Any questions or problems concerning this school, which have not been resolved by the school, should be directed to the Department of Consumer Affairs.

This Agreement is a legally-binding instrument when signed by the student and accepted by the school. Your signature acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a statement of the refund policy and (b) literature which includes a description of the course and all materials concerning the school and the program or course of instruction.

This Agreement is for the course or education service titled & described:
WEDDING CONSULTING, HOW TO BE A FULL-SERVICE WEDDING CONSULTANT, or
ENHANCE YOUR CAREER AS A WEDDING CONSULTANT.

A total of 60 HOURS are required to complete the course or educational service.

FEES AND CHARGES - The student is responsible for the following fees and charges:

Registration: \$200 non-refundable deposit for Personalized

Tuition: \$895 for Personalized Course (includes \$200 deposit)

\$895 for Correspondence/Home-Study Course

International: \$300 refundable deposit upon receipt of DVDs (10) + tuition and registration (\$895) + S&H

NOTE: "International" applies to countries outside of the US, Canada and Mexico.

DVDs are on loan from the school and must be returned within 3 months of receipt, or \$300 will be charged to your credit card for U.S., Canada and Mexico. For International students – the \$300 deposit check for videos will not be refunded if videos are not returned. DVDs are not to be reproduced for any reason. DVDs must be returned with special wrapping and sent with signed receipt requested. If lost, you will be responsible for payment and your credit card will be charged.

Reproduction, in whole or in part, of any materials provided by the ACPWC, is expressly prohibited. Materials may not be shared, sold or duplicated. Students acknowledge that these materials are proprietary to the ACPWC, and that California law shall be applicable to enforcement of all rights associated therewith, and subject to a minimum fine of \$3000. Failure to comply with these rules will also result in loss of membership, benefits and use of the ACPWC logo. The ACPWC Logo may **ONLY** be used by Professional and Certified Members in "Good Standing".

The ACPWC is not responsible or liable for performance or lack of performance by its instructors, students or members.

The ACPWC is not responsible or liable for contracts used or included in the course materials, and recommends that graduates consult an attorney.

Student's signature certifies that student has read, understood and agreed to his/her rights and responsibilities, and that the ACPWC's refund information, cancellation and school policies are understood.

Signature of Student: _____ Date: _____

Signature of School Official: _____ Date: _____

PERSONAL EVALUATION

PLEASE ANSWER EACH QUESTION IN
SHORT SENTENCE FORM--Not Just Yes or No

1. What qualifications do you possess that would make you a good Wedding Consultant?
2. Are you able to follow through with a project under stress or urgency?
3. Are you a good listener? Arbitrator?
4. Are you tactful in your dealing with others? Do you have good communication abilities? Are you tactful?
5. Do you possess self-confidence? Are you a leader or follower?
6. Are you professional, ethical and credible?
7. Are you organized, detailed, efficient and precise?
8. Do you have the ability to start and run a small business?
9. Do you understand accounting and bookkeeping?
10. Are you always punctual, available and flexible?
11. Do you utilize your time effectively?
12. Are you enthusiastic, energetic and somewhat outgoing?
13. Do you have a stable home and personal life?
14. Are you in good physical and mental health?
15. Are you responsible, accountable and trustworthy?
16. Do you have a positive attitude? Are you optimistic?
17. Do you possess good judgment? Common sense? Objectivity?
18. What is your ultimate goal in life?
19. What are your talents and hobbies?
20. Are you willing to work nights, weekends or when an important appointment arises?

THESE ARE THE QUALIFICATIONS WE ARE LOOKING FOR IN A WEDDING CONSULTANT!

Association of Certified Professional Wedding Consultants

ACPWC CLASS DVD AGREEMENT

COMPLETE THIS FORM FOR **CORRESPONDENCE/HOME-STUDY COURSE ONLY**

DVDs are on loan from our office for a period of three (3) months maximum, so that they can be sent to students on the waiting list. The ten (10) class DVDs must be returned within three (3) months of receipt, or \$300 will be charged on credit card authorized by the person who signed this Agreement. For International students, the \$300 check will not be refunded upon receipt.

DVDs are copyrighted and **not to be reproduced for any reason.**

Please return DVDs in the PRIORITY mailbox that they were mailed in, using the enclosed return label – signed receipt requested. Leave individual DVDs in the individual bubble packaging enclosed to prevent damage.

For Students in US, Canada, & Mexico

I authorize ACPWC to charge my credit card for \$300 if the entire set of ten (10) DVDs are not received in the ACPWC office within three (3) months after receipt of DVDs, as specified in this agreement.

PRINT NAME AS IT APPEARS ON CREDIT CARD: _____

RELATIONSHIP TO APPLICANT: _____

VISA/MASTER CARD NUMBER: _____

EXPIRATION DATE ____/____/____ ZIP CODE: _____

DVDs TO BE RECEIVED BY ACPWC OFFICE NO LATER THAN: _____
(3 months from receipt)

DATE: _____ SIGNATURE: _____

For INTERNATIONAL Students - Applies to countries outside of the US, Canada and Mexico.

I authorize ACPWC to retain the \$300 check if the entire set of ten (10) DVD are not received in the ACPWC office within three (3) months after receipt of DVDs, as specified in this agreement.

Payment must be made in form of money order, cashier's check, credit card or wire transfer. (Please add \$20.00 for bank wire transfers)

DVDs TO BE RECEIVED BY ACPWC OFFICE NO LATER THAN: _____
(3 months from receipt)

DATE: _____ SIGNATURE: _____

Association of Certified Professional Wedding Consultants

ASSOCIATION OF CERTIFIED PROFESSIONAL WEDDING CONSULTANTS SCHOOL CATALOG

122 Destry Court, San Jose, CA 95136 (408) 227-2792

APPROVAL DISCLOSURE STATEMENT

Courses are held in California, Georgia, Florida and Texas, at this time. The facilities used are major hotels/facilities servicing the area. Contact our office for the next class and location or check our website at www.acpwc.com. All training is in English.

California's statute requires that a student who successfully completes a course of study, be awarded an appropriate certificate verifying the fact. A "Certificate of Completion" is awarded to students who satisfactorily pass the course, complete the assignments and meet the necessary qualifications.

Problems or complaints may be made to Deborah Moody, School Director, and unresolved complaints may be directed to the Department of Consumer Affairs.

PHILOSOPHY

Our philosophy is "education through practical training." While we teach theory in the classroom, we stress that hands-on experience and modern practical training help the individual student in preparing for a career as a wedding consultant. The school's academic goals are to stimulate and help the student to acquire a positive attitude towards work; participate actively and responsibly at work; and to acquire the knowledge and skills necessary to become a professional wedding consultant.

COURSE

Wedding Consultant – 80 hours

Description & Objectives – Our course was designed to give students complete and comprehensive training in all areas of wedding consulting and coordination, with specific emphasis in providing guidance and professional advice to the bride and groom in planning and coordinating their wedding. Our course was designed for students who have the desire to start their own business as a wedding consultant/coordinator; or to enhance their present business.

COURSE OUTLINE

1. Starting your wedding consultant business
2. Qualifications and duties of a wedding consultant
3. Interfacing with the client – interviews & consultations
4. Working with Wedding Professionals
5. Planning and Directing the wedding with your client
6. Charging for your services
7. Marketing your business
8. Contract and Timelines
9. Protocol and Etiquette
10. Wedding Updates and continued Education (for ACPWC members)

The Board interview consists of questions intended to discover the approach the student would take in particular situations. (for personalized course only)

INCOMPLETE ASSIGNMENTS

A student will be marked incomplete and the Certificate of Completion will not be mailed for assignments not received in the time allotted.

COUNSELING AND ADVICE

Students who feel they need counseling or advice may feel at ease doing so with their Instructor or the Director. Counseling is conducted on an open-door policy.

CANCELLATIONS AND REFUNDS

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the front page of this catalog. You may do this by mail or fax. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, postmarked and properly addressed with postage prepaid. All emails require confirmation from the ACPWC office.

BUYER'S RIGHT TO CANCEL Personalized Course: You have the right to cancel the agreement without penalty or obligation and receive the amount paid for the institution charges, less the deposit of two hundred dollars (\$200), if the notice of cancellation is made two weeks prior to the first day of instruction.

BUYER'S RIGHT TO CANCEL Correspondence/Home Study Course: There will be absolutely no refunds given once the correspondence course materials have been mailed. The office must receive the DVDs within 30 days after written notice has been given, or an extra charge of \$300, per agreement, will be assessed. There are no exceptions.

TUITION & FEES

Personalized Course: \$695 plus \$200 non-refundable deposit/registration fee. Total Cost: \$895.

Home Study/Correspondence Course: \$895 registration fee. Total Cost: \$895.

SCHEDULE OF SESSIONS

Classes are scheduled Monday through Friday from 9-5.

Extended Weekend classes – Thursday through Saturday from 8-6 (2 hours longer each day)

Sunday continued education day. It is optional but recommended.

Correspondence students may begin the course once their application is processed. They must complete the course and assignments within three (3) months, and the DVDs must be returned to the ACPWC office within three (3) months of receipt, in order to receive their Certificate of Completion and refund for the DVDs (\$300).

ENTRANCE REQUIREMENTS/ADMISSIONS PROCEDURE

Minimum age is 18 years old and a high school graduate. Each applicant will have a phone interview, at which time we will discuss the applicant's goals and class requirements.

CONDUCT

Any student who does not conduct him/herself in an orderly and professional manner, does not possess a positive attitude, is dishonest, disruptive, uses profanity, is excessively tardy, is insubordinate, is in violation of safety rules, or who does not abide by the school rules, will be subject to probation or dismissal from classes and will not be eligible for refunds or a certificate of completion. Use of drugs and alcohol during school hours is strictly prohibited and cause for dismissal from classes and will not be eligible for refunds or a certificate of completion.

CLASS SIZE

The average class size is twenty students, with the maximum number being thirty students in any one session.

PLACEMENT ASSISTANCE PROGRAM

This program is designed to prepare a student to start his/her own business as a Wedding Consultant, or to enhance their existing business. There is no placement assistance by the school.

ATTENDANCE, ABSENCE & TARDINESS POLICY

A student must attend all course sessions. If there is a conflict or emergency that prevents a student from attending any of the sessions or portion of each session, he/she is required to make the session up during the next scheduled course, or complete the Correspondence/Home Study Course. There are no refunds.

STANDARDS OF PROGRESS, GRADING, & GRADUATION REQUIREMENTS

We grade students as follows:

Pre-class assignments	30%	Class Participation/Attitude	30%
Class Assignments	30%	Board Interview/Evaluation	10%

Students must receive a minimum of 85% out of the possible 100% to pass the class.

REFUND INFORMATION

You may withdraw from a course up to two weeks prior to class instruction and receive a refund minus the \$200 non-refundable deposit.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

COMPLAINT/GRIEVANCE PROCEDURE

Differences in interpretation of school policies may arise among students, faculty, and /or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. Therefore, we urge both students and staff to communicate any problems that arise directly to the individuals involved. If the problem cannot be resolved in this manner, the Director of the school should be contacted.

ADMINISTRATION & FACULTY

Director	Deborah Moody, CWC
Instructors	Marcia Coleman-Joyner Karen Casey Allison Van Every Carol Davis

All information in the content of this school catalog is current and correct and is so certified as true by Deborah Moody, School Director/Owner.