

General Information

CPRS Maintenance Management School
November 12-16, 2018 ~ UCLA Conference Center ~ Lake Arrowhead, California

GENERAL INFORMATION

Networking: We encourage all of you to bring department pins, hats and business cards to exchange during the week...a great way to network! A curriculum notebook will be given to each student upon arrival. Please bring pens/pencils and note paper.

LOCATION AND ONSITE INFORMATION

The UCLA Conference Center is reached by taking the San Bernardino Freeway (#10) to #215 North and then taking Route 18 twenty miles into the mountains to Lake Arrowhead. For more specific information and a map please refer to <http://uclaconferencecenter.com/directions/>. The Ontario Airport is a 1 hour drive. UCLA Center is a full service Center providing on-site sleeping room, meals and classrooms.

Access to stores, ATMs and other conveniences are limited in Lake Arrowhead, a town approximately 5 miles away from the UCLA Conference Center. No daily or routine shuttles to town are provided. Students will be asked to voluntarily participate in a tip collection to be given to the Center staff for the on-site housekeeping, food service and classroom set-up/take-down that occurs throughout the week. No host social events also occur throughout the week.

Checking In: Students check in Monday after 11:00 a.m. and no later than Noon, in the lobby of the main lodge.

Meals: If you have special meal requests (RE vegetarian, gluten-free), please record it on the form or call the CPRS registrar at 916-665-2777. All meals are provided starting with Monday lunch and ending with Friday boxed lunch (to go). Meals are available at specified times only, there isn't a café or deli onsite.

UCLA Center Damages: In the event of property damage, you are responsible. Please understand you personally would pay for damages in a sleeping or meeting room.

AIR TRAVEL AND SHUTTLE SERVICE

Pre-registered shuttle service is available from the Ontario, CA airport to the Conference Center. Missing the scheduled bus means you are responsible for getting to the center and for the cost of transportation.

Transportation Reservations Required—Please use the transportation form. Information & this form is available by calling 916-665-2777.

Housing & Campus Rules: We make the reservations for you. Housing accommodations are shared condo units. Most units have separate bedrooms with bathrooms and a shared living room. Single rooms are not usually available and are at a higher rate. Registration and room assignments are coordinated by CPRS staff.

There is a no smoking policy at this location. A designated smoking area is across the street, near the lake.

UCLA HOUSING

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ATTENDANCE EXPECTATIONS

The school is an in-depth training program that requires full participation for all sessions and projects. Attendance is required for all scheduled sessions and an attendance record is taken at each class. The value you receive from the program will be very high if all students participate in all aspects of the program.

Students will be provided a detailed week-long schedule outlining the sessions and the start/end times upon arrival. Students should be prepared to be at their designated classrooms on time. Since the curriculum is year specific and focused, students are required to attend all sessions within the year attending. We do not offer the option to choose sessions from the other levels.

Each curriculum requires a team/group project to be completed during the week. Students should be prepared to attend classes during the day and work on team projects throughout the day and at night after dinner. Participation in the team project is required by all students.

CPRS and its Regent designees reserve the right to immediately terminate from the school anyone who is found to have violated these expectations. Students terminated from the school will be sent home at their own expense and will be responsible for all other expenses associated with their termination. Note: Alcohol is not permitted in sleeping rooms or classrooms.