



MHLI Training FAQ

HOW CAN I PAY FOR TRAINING? Depending on the class, MHLI accepts many different forms of payment. If a class is open to everyone, MHLI accepts checks, credit cards, SF 182s and may also accept central funding from individual services.

CAN I RECEIVE CONTINUING EDUCATION UNITS? MHLI is certified by the International Association for Continuing Education & Training (IACET) to offer Continuing Education Units (CEU) for our training. Each course is worth a certain number of CEUs. Please contact us to receive your official CEU transcript.

DOES MHLI PROVIDE ANY CERTIFICATIONS? MHLI offers a variety of certification courses, including CDPM, CDUHM, CHCSR and CMHI. Additionally, MHLI classes may be counted towards various professional certifications.

WHAT IS THE DRESS CODE FOR MHLI TRAINING? Dress code for class is business casual, which does NOT include jeans, shorts or tee shirts. Military dress, if required, is by individual Service.

WHAT ARE THE CLASS HOURS? Generally, classes run from 0800 to 1600 with an hour lunch break. Each instructor may run their classes differently and will provide more information the first day of class.

HOW CAN I FIND OUT LOGISTICAL AND LODGING INFORMATION? Once you register for a class, MHLI will email you all of the logistical and lodging information for each class. If you have any questions or need more information, please contact MHLI at www.mhli.org/support.

WHERE ARE CLASSES GIVEN? MHLI classes are offered around the world. MHLI works very closely with all Services to insure that classes are offered where they are needed. MHLI most often holds classes on military installations, but may also offer classes at different meeting facilities when necessary.

I WANT TO TAKE A CLASS I SEE IN YOUR CATALOG, BUT ITS NOT ON YOUR SCHEDULE? MHLI can offer a wide range of training opportunities. We work closely with all Services and the Private Partners to offer the training that is needed most. Please let us know if there are training courses that you would like for us to offer.

HOW CAN I REGISTER FOR A CLASS? DO I HAVE TO REGISTER ONLINE? Register for any MHLI class by clicking on the **REGISTER NOW** button found on the top right corner of our Web site. All course registrations are handled online and you will receive an immediate response, once you register for a class, via e-mail.

WHERE SHOULD I SEND MY PAYMENT/CHECK/SF182? All payments should be sent to:

MHLI

154 Fort Evans Road, NE
Leesburg, VA 21076
ATTN: Registrar

HOW CAN I FIND OUT ABOUT NEW CLASSES? Visit <http://training.mhli.org> to find our newest class offerings when you download the latest **TRAINING SCHEDULE**. You can also sign up for our e-mail list on our home page (www.mhli.org). We will send out infrequent emails about upcoming training.

WHO ARE THE MHLI INSTRUCTORS? Our instructional team is made up of the best qualified instructors in delivering housing and lodging related training to DoD (and Coast Guard) professionals. These instructors are superbly qualified to teach and facilitate courses, and provide relevant experience in the areas of instruction. Please visit <http://training.mhli.org/faculty> for more information regarding our instructors.