

Class Registration Form

1 Check one (1) of the following:

- \$ _____ Course Fee (if received 14 days prior to seminar)
 \$ _____ Course Fee + \$15 administrative fee (if received within 14 days of seminar)
 \$ _____ Course Fee + \$25 administrative fee (if registering/paying at the door)
 \$ _____ **Total**

3

Course Title: _____
Course City: _____
Date Attending: _____ E-mail Address: _____
Participant Name: _____ Home Phone: _____
Home Address: _____
City _____ ST _____ ZIP _____
Country _____
Place of Employment: _____
Work Address: _____
Work City _____ ST _____ ZIP _____
Work or Cell Phone: _____ Fax: _____

* Phone numbers and an e-mail address are important in case we need to notify you in case of a location or time change.

2 Have you attended one of our courses in the last 12 months?

- \$10 Frequent Attendance Discount

* All classes and services are charged in US dollars.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
<input type="checkbox"/> Discover	<input type="checkbox"/> Check Number	
Charge Card# _____		
CCV Code _____ Exp. Date ____/____/____		
Signature of Cardholder _____		
Attached Total \$ _____		

4

Send It To Us



Advanced Heath Education Center
8502 Tybor Drive • Houston, TX 77074



800/239-1361
713/772-0157



713/772-0155



www.AHEOnline.com
Office@AHEOnline.com



Online Registration Form at

www.AHEOnline.com/coursereg.html

Important Registration Information

- Please read course description carefully to determine course content before registration. We assume no liability for an incorrect choice.
- Faculty substitution is sometimes necessary due to illness, family death or change of job. We make no guarantee of faculty.
- **Registrations/payments postmarked within 14 days of the seminar must include a \$15 administrative fee. Registrations/payments received at the door must include an additional \$10 administrative fee.**
- **Walk-in Registration, and/or payment at the door is welcome if space permits. However, if shortages of learning materials exist, preregistered participants will take priority.**
- You will receive a certificate of completion with the agency approval number the last day of your meeting unless registration is received within 5 days of course. For registrations received within 5 days of the course or at the door, please allow three weeks after completion of the course for certificate processing.
- Confirmations are mailed to notify you that registration has been initiated. Confirmations are not required for admission to class. **If you register solely from the catalog, be sure to check that no changes in time, or location of seminar have occurred.**
- We do not encourage registration and payment at the door because it slows down the class with "housekeeping" chores. Advance registration assures that there will be enough participants for the instructor to present the class. Please do not plan a vacation around a class to register "at the door" without checking with our office to see if there are any changes in the class status.
- Cancellations must be received by 8 am CST on Monday preceding the class. After that time, the expense for the class participation has been incurred. Hotel expense, instructor's fees, learning materials and shipping are obligated. No refunds will be made past this time. If the registered participant cannot attend, a substitute may attend. The substitute's name should be called in to our registration desk at 800/239-1361.
- Refunds for cancellations received by the cancellation deadline will be made within 45 days following the class. No refunds given for non-attendance.
- ASRT guidelines no longer allow for credit adjustment due to late arrivals and early departures, therefore you must attend the entire day to receive credit. You may not leave early and receive credit for the portion you attended, and you must arrive by the class start time. CE rules are straightforward and rely on your professionalism in documentation. CE records are kept for six years. If you lose your certificate, a duplicate may be obtained for a small fee.
- All classes require a minimum number of attendees. We reserve the right to change locations or cancel a course if the minimum number is not met. The contact information you provide upon registration is used to notify you of these changes or cancellations. AHEC is not responsible for any travel reimbursement in case of course cancellation.