

CLASS REGISTRATION FORM

1 Check one (1) of the following:

- \$ _____ Course Fee (if received 14 days prior to seminar)
 \$ _____ Course Fee + \$25 administrative fee (if received within 14 days of seminar)
 \$ _____ Course Fee + \$35 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 _____

Place of Employment: _____

Work Address: _____

Work City _____ ST _____ ZIP _____

Work or Cell Phone: _____ Fax: _____

* Phone numbers 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

THANK YOU FOR YOUR BUSINESS.

<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 OR CALL US



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



800.239-1361 or 713.772.0157



713.772.0155



www.AHEOnline.com or Office@AHEOnline.com



Online Registration Form at

www.AHEONLINE.COM/COURSEREG.HTML

IMPORTANT REGISTRATION INFORMATION

Thank you for your business. We appreciate our loyal customers. Although we would love not to have a cancellation policy, the following has been developed out of necessity.

Cancellation Policies

Skills Course Cancellation Information (i.e. limited enrollment courses, where a received registration reserves your place in a course.) Examples are Ultrasound classes with hands on scan labs and any fellowship course requiring placement in a clinical rotation.

All cancellations for skills courses must be received in writing. For those received at least 14 working days prior to the seminar date, a refund less a 30% administrative fee will be given. Beyond this time, no refund is given, but tuition credit (less a 30% administrative fee) may be applied to future course offerings within a twelve-month period. Any confirmed registration not canceled in writing will be subject to tuition forfeiture. If you don't cancel and don't attend, you are still responsible for payment. No refunds or tuition credits are given for non-attendance. Facilities may substitute employees by notification to AHEC in advance.

CE Seminar

• Cancellations must be received by 5pm CST on the Friday preceding the seminar, for Friday CE Seminars this would be the Thursday preceding the CE seminar date. After that time, the expense for the class participation has been incurred. Hotel expense, travel expenses, 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. If you don't cancel and don't attend, you are still responsible for payment. No refunds are given for non-attendance. Substitutions may be made at any time.

General Information for Skills Courses & CE Seminars

Please read course description carefully to determine course content before registration. We assume no liability for an incorrect choice.

- 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 and/or any penalties incurred in case of course cancellation.
- CE sponsor 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.
- 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 \$25 administrative fee. Registrations/payments received at the door must include an additional \$10 administrative fee. ****Registrations for Skills courses are taken on a first come basis, please do not make any travel arrangements for a skill course without calling 800-239-1361 to verify receipt of your registration and other paperwork requirements for the class.**
- Walk-in Registration, and/or payment at the door for skills classes is discouraged and will only be permitted if space is available. No clinical assignments can be confirmed until all the required clinical paperwork has been received and verified.

Walk-in Registration, and/or payment at the door for CE Seminars will be permitted if space is available. Please call 800-239-1361 to confirm the availability and location before traveling to the CE seminar. Course material/syllabus for CE Seminars if provided by the faculty are available on the AHEC website two weeks prior to the CE Seminar date and one week after the class date. Look for the class materials here button in the upper right hand corner of the AHEC homepage.

- You will receive a certificate of completion with the agency approval number the last day of your meeting unless registration is received within 7-days of course. For registrations received within 7-days of the course or at the door, please allow three weeks after completion of the course for certificate processing.
- Confirmations are mailed and/or emailed to notify you that registration has been initiated. If you registered online and did not receive an email confirmation please check your spam filter, and add AHEC to your address book. Confirmations are not required for admission to class.

Be sure to check www.aheonline.com or call 800-239-1361 to verify status of the course and to make sure 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.
- Classes are from 8am - 5pm unless you are notified of a change to accommodate faculty travel.
- Refunds for cancellations received by the cancellation deadline will be made within 45-days following the class. No refunds given for non-attendance.