

National Association of Rural Health Clinics
Certified RHC Professional™ (CRHCP)

REGISTRATION FOR ON-LINE TRAINING

with Final Exam held at the Hyatt Regency Lake Tahoe

111 Country Club Dr. Incline Village, NV 89451

October 25, 2018, 3-5 p.m.

BEFORE SUBMITTING THIS FORM, YOU MUST READ AND AGREE TO OUR CANCELLATION POLICY (see pg. 2 below)

Name (for Certificate) _____ Phone (work) _____

Name (as it appears on Driver's License) _____

Job Title _____ Email _____

RHC or Entity Name (if applicable) _____

Provider-Based RHC Independent RHC Non-RHC

Mailing Address _____

City _____ State _____ Zip Code _____

If at any time your contact information changes, it is your responsibility to update us.

Wheelchair Access or Accommodations Needed: Yes No

NARHC MEMBER RATE **\$450** (includes the \$100 test fee) \$ _____

NON-MEMBER RATE **\$600** (includes the \$100 test fee) \$ _____

Method of Payment: (Check One) Check Visa Mastercard Discover Amex

Credit Card # _____ Expires ____/____/____ CVV _____

Name on Card _____ Amount _____

Card Billing Address _____ City _____ ST _____ Zip _____

Billing Confirmation Email _____

Payment is expected at the time of registration. CRHCP registration does not include conference reg. or hotel reservation.

Course space is limited to 100 maximum and reserved on a first-come, first-paid basis.

*Your position is not reserved until payment is **received!***

SAVE this form to your computer, then email, or mail it to us!

We will email you a payment confirmation within 1-2 business days. If you **do not** receive a confirmation, please call us.

Mail to: NARHC, 2 East Main Street, Fremont, MI 49412
(P) 866-306-1961 academy@narhc.org

CRHCP Cancellation Policy

What is your cancellation policy?

If for any reason, you must cancel your registration, no refunds are allowed. Before completing your registration, please be certain that you will be able to complete all course dates/times. Coursework must be completed by October 22nd. We do not refund or allow transfers to other sessions. Please know that if your coursework has not been completed prior to the exam, you will not be allowed to take the final exam and fees paid will not be refunded.

Can I transfer into a different course date?

No. Transfers are not allowed. If you cannot attend the course that you registered for, you will need to cancel that registration via email academy@narhc.org and then re-register online for another course at the full price.

Can I send another person in my place?

No. Registrations may not be transferred from one person to another, nor from one session to another.

Why are there no refunds or transfers?

No transfers or refunds will be granted due to the nature of the course and the limited registration availability.

Initial Login:

You must login no later than 2 weeks after your registration date. Failure to do so will result in you being “dropped” from the course with no refund. We currently have a waiting list and want to make sure that all participants are logging in and not taking a spot that someone else could have had.

I have read and acknowledge the cancellation policy for the CRHCP course.

(Signature)

Maintaining Certification: To maintain certification you will be required to take a TA Call and attend a conference by December 31st, 2020; the TA call is required in 2019 and you must attend a NARHC Conference in 2020. Conferences are offered in the Spring and Fall of each year, and TA calls are offered throughout the year.

- TA call codes need to be entered at our website www.narhc.org by registering for the TA call in Events following the call.
- A recertification fee of \$75.00 will apply before the new certificate is issued. (*Invoices will be sent first part of November*)
- Re-Certification is necessary every 2 years.

If any of the requirements are missed, certification will lapse. At which time the coursework and exam will need to be repurchased at the cost of the current registration fees.

Under special circumstances only, we will consider a grace period to recertify. Additional fees may apply