

National Association of Rural Health Clinics  
**Certified RHC Professional™ (CRHCP)**  
REGISTRATION FOR ON-LINE TRAINING

with Final Exam held at the Hyatt Regency St. Louis at the Arch  
313 Chestnut St. St. Louis, MO 63102  
October 9, 2019, 1-3 p.m.

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

Name \_\_\_\_\_ Phone (work) \_\_\_\_\_

Job Title \_\_\_\_\_ Email \_\_\_\_\_

RHC or Entity Name (if applicable) \_\_\_\_\_

Provider-Based RHC  Independent RHC  Non-RHC

Organization 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**      \$ \_\_\_\_\_

**NON-MEMBER RATE**      **\$600**      \$ \_\_\_\_\_

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) 866-306-1961x2 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 prior to the Final Exam. 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](mailto: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.

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(Signature)

**Maintaining Certification:** The year following your certification, you will attend a NARHC hosted TA Webinar. The TA Webinar has to have been presented in the same year as is due. For example, if you are required to attend a TA webinar in 2019, the TA webinar must have taken place in 2019. You cannot watch a webinar from previous years, and have it count. You ARE able to watch recorded webinars and still receive credit, however, please make sure the webinar took place in the year you are required to attend. Please also make sure you are subscribed to the Technical Assistance Forum. Upcoming webinars will be posted on this forum. You can subscribe and check your subscription settings by logging in [Here](#).

On the last slide of the TA Webinar, there will be a code provided. FOLLOWING the TA Webinar, you will need to enter this code on our website by following these steps:

- Navigate to this website: <https://www.web.narhc.org/assnfe/CourseView.asp?MODE=VIEW&clCourseID=3>  
\*You may also find this web page by going to our Events tab and clicking on the TA Webinars link
- Register for the appropriate TA Webinar
- During registration, it will ask for the code you received at the end of the TA Webinar. Enter the code in the Discount Code section to receive credit for attending the TA Webinar.

The year you are to re-certify, you will be required to attend either the Spring or Fall Conference. At the time of registration, you will have the option to pay for your \$75 re-certification fee. This is not required at the time of paying for the Conference, however the \$75 fee will be due by December 31st of the year you need to re-cert. Once all requirements are met, you will have an updated certificate in your portal that you can access to view/print.

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\**