

OHCA Professional Development Terms & Conditions

- **Payment Policy:**
Payment is due at time of registration to be confirmed. OHCA is not able to bill for registration fees. Registration is on a first-come-first served basis and are not accepted without payment. OHCA accepts Visa, MasterCard, AMEX and check payments (*see below for check payment policy*). Registrants who have not paid-in-full will not be allowed entry into seminars.
- **Check Payment Policy:**
If you choose the "Check" payment option check payment must be received by Noon the day before the class.
- **Confirmation Process:**
Registrations must be submitted online only. Once you complete your online registration, you will receive an email confirmation. ***If you do not receive an email confirmation from OHCA, your registration may not have been processed or received.*** Please contact OHCA if you have not received your email confirmation by calling (503) 726.5260 to verify your registration.
- **Cancellation Policy:**
Cancellations must be submitted in writing to Cynthia Maylath, Accounting Assistant at cmaylath@ohca.com to be valid. Refunds given for cancellations made on or before five (5) business days prior to class. No refunds will be given after that date. A substitute is welcome in your place. No refunds, credits or transfers will be given for "no-shows". OHCA reserves the right to cancel any professional development opportunity that does not meet minimum registration requirements. Transfers will not be accepted.
- **Late Registration/Walk-in Policy:**
Registrations received after Noon the day before a class or workshop (Friday if the class begins on Monday) will be considered a Late Registration/Walk-in and will incur a \$20 late registration fee. Late Registration/Walk-ins are NOT guaranteed space in the class. Late Registration/Walk-in space determined by space in class. Late Registration/Walk-ins must pay registration fee in full upon arrival at seminar.
- **Miscellaneous class details (does not apply to webinars)**
 - **Check-in:** Check-in for the class will begin 30 minutes before the class begins
 - **Food & Beverage:** OHCA will provide coffee, tea & water for class participants. OHCA will provide lunch for classes lasting 6 hours or longer. OHCA is able to accommodate regular and vegetarian diets only. Please plan accordingly
 - **Miscellaneous:** Please dress in layers as temperature in classroom varies
- **ADA (Americans with Disabilities):**
You are invited to advise us of any required special accommodations at least one (1) week in advance of class date.
- **Fax Communications:**
If you no longer want to receive ANY fax communications from OHCA please call us or email changerequest@ohca.com



Oregon Health Care Association

11740 SW 68th Parkway Suite 250

Portland, OR 97223

Phone: 503-726-5260 Fax: 503-726-5259