

Title _____

Date _____

SECTION 1 Attendee Information

Mr Mrs Ms Dr Other _____ Member/Account ID (if known/applicable) _____

First Name _____ MI _____ Last Name _____

Credentials (CHC, CCEP, etc.) _____ Job Title _____

Organization (name of employer) _____

Street Address _____ City/Town _____

State/Province _____ Zip/Postal Code _____ Country _____

Work Phone _____ Email (required) _____

SECTION 2 Registration

Options

	Member	Non-Member
Live Webinar	<input type="checkbox"/> \$49	<input type="checkbox"/> \$99
Post-Session Recording	<input type="checkbox"/> \$49	<input type="checkbox"/> \$99
BOTH: Live + post-session recording	<input type="checkbox"/> \$79	<input type="checkbox"/> \$129
Registration + First-Time Membership Offer*		<input type="checkbox"/> \$269

*Save by joining today (first-time members only). Dues renew at \$325. See "Acknowledgements" below for details.

TOTAL (TAX MAY APPLY) \$ _____

HCCA Membership: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at hcca-info.org/membership/tandc. To see the full use of your information or if you wish to opt-out, visit hcca-info.org/privacy.

Opt-Out: Select if you would like to opt-out of the following:

Online Member Directory: HCCA's member directory lists first and last name, organization, title, address, and phone number.

SECTION 3 Payment

Online registration with credit card payment at hcca-info.org/webinars

Mail a check to HCCA, 6462 City West Parkway, Eden Prairie, MN 55344 USA (contact HCCA for applicable tax and total)

To register with a check, wire transfer, or purchase order, or to pay with a credit card over the phone, please contact HCCA for an invoice with applicable taxes. Registration is not complete until full payment is received. Payments received with incorrect amounts will be returned. Due to PCI compliance, do not provide credit card information via email.

Email helpteam@hcca-info.org or call HCCA at 952.988.0141 or 888.580.8373.

Invoice me Purchase Order Number (attach PO) _____

Wire transfer requested

SECTION 4 Acknowledgements

By submitting this registration, you agree to the full event Terms and Conditions, viewable at hcca-info.org/conference/tandc, including the use of your information that may be shared with conference exhibitors, attendees, speakers, affiliates, and partners for promotional and/or networking purposes. To see the full use of your information or if you wish to opt-out, visit hcca-info.org/privacy.

Registration Payment Terms: Tax may apply. Your registration is not complete until the full registration payment is received. Access to the event will not be allowed until all fees have been paid. HCCA reserves the right to cancel your registration if we do not receive payment by the start date of the event.

New Members: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at hcca-info.org/conference/tandc.

Continuing Education Units (CEUs): Earn up to a maximum of 1.5 Compliance Certification Board (CCB)* CEUs. This is subject to change due to length of presentation content.

Frequently Asked Questions

How will I access this event the day it begins?

Before the event starts, you will receive an access email with links to the virtual platform and additional conference information like the presentations. The email goes out 1–3 days prior to the event and is sent to the primary email address on your account. Please be sure to check your spam folder.

What is included with my registration?

Access to the webinar and any supplemental conference materials.

What software is required to attend this event?

We use a variety of platforms based on the needs of each conference, but they are all web-based platforms and require a strong and stable internet connection. Occasionally, those who access these digital platforms over a VPN can experience technical difficulties.

Can my co-workers listen in with me using screensharing or sitting together in the same room?

Yes, we allow individuals who can be gathered in one location to participate in the webinar. The webinar access may not, however, be distributed to others. There is only one (1) access allowed per registration. We do offer group discounts if multiple people are accessing from different locations. Please call 952.988.0141 or 888.580.8373 or email helpteam@hcca-info.org to request additional access links at the group discount.

Will I receive a recording of this conference?

Recordings of the webinar will be available for purchase. Registered attendees have the option to purchase the recording at a discounted rate. No audio or video recording by attendees is allowed.

Is there a group discount, and if so, what is it?

Yes, we offer discounts for groups in which multiple access points are needed. Please call 952.988.0141 or 888.580.8373 or email helpteam@hcca-info.org to request additional access links at the group discount.

What do I get with “Registration + FirstTime Membership?”

If you've never been an HCCA member, you can register as a first-time member. This gives you HCCA membership at a discounted rate for your first year. You also receive the member rate for the conference. As a member you receive all HCCA member benefits (discounts, *Compliance Today*® monthly magazine, *Ethikos*® digital quarterly newsletter, member exclusive webinars, and more). A full list of benefits can be viewed at hcca-info.org/membership. Your membership will begin once payment is received.

Can I get the member rate if I am an SCCE member instead of HCCA or vice versa?

Yes. As a member of SCCE or HCCA, you can receive the membership discount for both organizations' conferences; however, this cannot be done online. Please send your registration form via email to helpteam@hcca-info.org to complete your registration.

How can I cancel my registration?

If you need to cancel your participation (or send a substitute), your request must be submitted by email to helpteam@hcca-info.org. Cancellations received less than 14 calendar days prior to an event start date will not be refunded, but changed from live access to recorded access. No refunds will be given for cancellations received on or after the start date of the event.

Alternatively, you may choose to send a substitute attendee in your place up to two business days prior to the event date. An additional fee may apply depending upon the membership status of the substitute.

Who can I notify of special needs or concerns prior to the conference?

Please call HCCA at 952.988.0141 or 888.580.8373 or email helpteam@hcca-info.org if you have a special need and/or require an accommodation to participate.

Continuing Education

Can I earn continuing education units (CEUs) for attending this webinar?

Yes. This conference offers live Compliance Certification Board (CCB)® continuing education units (CEUs) for participation.

Any individuals attending this webinar to fulfill requirements for external certifications/ organizations should use the provided certificate of attendance: no further steps are needed.

How many CEUs will I earn from attending?

CEUs are assessed based on actual time attended. Should the overall number of education hours you attend or that the webinar offers decrease or increase, the maximum number of CEUs available will be changed accordingly.

When will I receive my CEU certificate for participation?

You will receive an e-mail with a certificate of attendance within three days of completing the webinar. The person who registered for this conference must distribute the certificate as needed.

How do I request CEUs following this webinar?

Any individuals seeking CCB CEUs for their participation in the webinar must add their CEUs to their account online, as attendance alone does not automatically update your CEUs. Your login information is required. If you forgot your password, please visit hcca-info.org/member, or contact HCCA at 952.988.0141 or 888.580.8373 or helpteam@hcca-info.org.

I have more questions about CEUs and CCB certification; who can help me?

For more questions about CCB certifications, call to speak to a Certification Specialist at 952.988.0141 or 888.580.8373 or email ccb@compliancecertification.org.