



Seminar Registration

REGISTRATION IS EASY!

- Register online at <https://www.ncqa.org/education-events/seminars-and-webinars/live-seminars-webinars>.
 - **Credit Card:** Fax your completed form to NCQA Customer Support at 202-955-3531
 - **Check:** Mail this form with your check to: NCQA, Department 4038, Washington, DC 20042-4038.
(No third party checks accepted.)
 - **Overnight payments:** Send this completed form with your payment to NCQA, Attention: EPS, 1100 13th Street NW, Suite 1000, Washington, DC 20005
- For help with registration, submit questions using my.ncqa.org, by fax at 202-955-3531 or by phone at 888-275-7585, Monday–Friday, 8:30 am–5:00 pm Eastern Time.

Registrant Information

Name (include credentials): _____

Name on Badge: _____

Title: _____ Organization: _____

Address: _____

City/State/Zip _____

Phone: _____ Fax: _____

E-Mail: _____

Seminar Registration Information

Seminar	Track (if applicable)	Date	Location	Fee (\$)
Subtotal				
Less applicable discount				
TOTAL				

Payment Information

Visa MasterCard American Express Diner's Club

Card Number: _____ CVV: _____ Expiration: _____

Cardholder Name: _____ Signature: _____

Check payable to NCQA enclosed (check number and amount): _____

Billing Address: _____ ZIP _____

Registration and Payment

Payment in full is required to process your registration. A separate registration form for each participant is required and must accompany your payment. An incomplete registration form may delay your registration. For faster processing, register online and pay with a credit card or by eCheck.

If you are paying with a check, mail your registration form and check to: NCQA, Department 4038, Washington, DC 20042-4038. NCQA does not accept third party checks. For overnight payments, send your completed registration form with your payment to NCQA, Attention: EPS, 1100 13th Street, NW, Suite 1000, Washington, DC 20005.

Webinars. If you participate in a Webinar but are not the original registrant, you must pay a \$45 registration fee in order to earn continuing education credits and receive a certificate of attendance. The registration deadline will be announced during the Webinar.

Registration and Confirmation. You will receive an e-mail confirmation when your registration has been processed. **Do not make nonrefundable travel and hotel arrangements until you receive confirmation.**

Recording. The use of recording devices is prohibited for all NCQA programs.

Program Materials/Copyright. Registration for NCQA programs may include copyrighted program materials for attendees. Distribution of program materials is limited to registered attendees. NCQA does not sell or provide additional copies of program materials.

Special Needs. Please e-mail special requests to education@ncqa.org at least seven business days before the seminar, to ensure your accommodation.

Hotel Accommodations. After you receive confirmation, contact the facility where the seminar will be held to reserve your room. See individual seminar descriptions for location and contact information. We strongly recommend that you make reservations early; rooms and rates are based on facility availability. NCQA does not validate or reimburse for seminar parking. For seminars held at NCQA headquarters, see the [list of hotels](#) near NCQA.

NCQA Location. NCQA offices are located at 1100 13th Street NW, Suite 1000, Washington, DC 20005.

Dress. Casual business attire is appropriate. Meeting rooms tend to be cool. We recommend that you bring a sweater or light jacket.

Substitutions. If you have registered for a seminar and are unable to attend, you may designate a substitute registrant from your organization. Before the first day of the seminar, e-mail your completed Substitution Request form to conference@ncqa.org, or fax it to 202-955-3531.

We will send a confirmation e-mail to the substitute registrant within one business day.

Seminar Transfer. If you cannot attend a seminar or Webinar you have registered for, you may transfer your registration fee to another open NCQA seminar (space permitting). Complete and e-mail the Seminar Transfer Request form to conference@ncqa.org, or fax it to 202-955-3531, **at least 10 days before the seminar start date.** There is a **\$150 processing fee.** Seminar selection must be made at the time of the transfer. Transfers may be made *once* only. NCQA cannot honor transfer request for online programs, special events and conferences.

You will receive a confirmation e-mail within one business day. **Do not make nonrefundable travel and hotel arrangements until you receive confirmation.**

Seminar and Webinar Cancellations/Refunds. If you cannot attend a seminar or Webinar you have registered for, you may request a refund. Complete and e-mail this form conference@ncqa.org, or fax it to 202-955-3531, **at least 10 days before the seminar/Webinar start date.**

Registrants who cancel more than 10 days before the seminar are entitled to a refund of the registration fee paid, less a processing fee (**\$150.00** for a seminar; **\$25.00** for a Webinar). No refund will be given for cancellations less than 10 days before the seminar/Webinar start date or for on-demand events. Cancellation and refund policies are subject to change for special events and conferences.

You will receive an e-mail confirmation when your request has been processed. Refunds will be in the same form as payment received. Processing may take up to 30 days.

NCQA Program Cancellation. In the event that an NCQA program is cancelled, NCQA is not responsible for airfare, hotel accommodations and/or other incurred costs.

Seminar Discounts

Discounts must be requested at the time of purchase and cannot be applied retroactively or combined. If more than one discount applies, the greater discount will be given. Seminar discounts may not be used for online programs or onsite training.

ACUG. Members of the NCQA Accreditation/Certification Users Group receive vouchers for discounts on NCQA seminars. Voucher criteria and discounts may vary, and must be redeemed at enrollment. [Click here](#) for the discount code. Vouchers may not be used for online programs or onsite training.

Certified HEDIS Auditors. Certified HEDIS Auditors are eligible for a 10% discount on NCQA seminars. [Click here](#) for the discount code. Vouchers may not be used for online programs or onsite trainings.

Early Bird. See individual seminar listings for advance-registration discounts.

Government. Employees of federal, state and local governments receive a 25% discount. If your email address ends with **.gov** or **.mil**, [Click here](#) to receive this discount code. The discount will be applied when you register using the discount code.

Other government employees: E-mail a letter on agency letterhead to conference@ncqa.org, or fax it to 202-955-3531, stating that you are a federal, state or local government employee. The letter must be received before you register for an event. The discount **is not retroactive**.

HUG. Members of the NCQA HEDIS Users Group receive vouchers for discounts on NCQA seminars. Voucher criteria and discounts may vary, and must be redeemed at enrollment. [Click here](#) for the discount code. Vouchers may not be used for online programs or onsite training.

Team. Register three or more individuals from your organization at the same time, for the same seminar, and each will receive a 15% discount. This discount is not available for online registrations. Fax completed registration forms to NCQA Customer Support at 202-955-3531, or call 888-275-7585.

Note: *All team discounts must be processed by NCQA Customer Support. If one or more registrant cancels before the seminar, the 15% discount will no longer apply and each remaining registrant must pay the 15% difference before the start of the seminar.*