



Seminar Transfer Request

Transfer Policy

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).

There is a **\$150 processing fee**. Transfers may be made *once* only. NCQA cannot honor transfer request for online programs, special events and conferences. NCQA will send a cancellation e-mail for the original event and a confirmation e-mail for the new event within one business day. **Do not make nonrefundable travel and hotel arrangements until you receive confirmation.** Complete and e-mail the Seminar Transfer Request form and credit card information to conference@ncqa.org, or fax it to 202-955-3531, **at least 10 days before the seminar/Webinar start date.**

Check: Mail the completed form with your check to NCQA, Department 4038, Washington, DC 20042-4038.

Overnight Payments: Send the completed form with your payment to: NCQA, Attention: EPS 1100 13th St, NW Suite 1000, Washington, DC 20005.

Registrant Information

Name (include credentials): _____

Name on Badge: _____

Title: _____ Organization: _____

Address: _____

City/State/Zip _____

Phone: _____ Fax: _____

E-Mail: _____

Transfer Information

I am a new registrant. The original registrants name: _____

Previous Seminar	Date	Amount Paid (\$)
New Seminar	Date	
Transfer Fee		\$150
Amount Due		

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 _____