



## SUBSTITUTION FORM

### **Substitution Policy**

1. If you have registered for a seminar and are unable to attend, you may designate a substitute registrant from your organization. Prior to the first day of the seminar, a completed *Substitution Form* is expected. Fax to NCQA Customer Support at 202-955-3531 or email to [customersupport@ncqa.org](mailto:customersupport@ncqa.org)
2. If your *Substitution Form* is received fewer than 10 days prior to the first day of the seminar, the substitute registrant may not have a pre-printed badge or receive a certificate at the program. A certificate will be mailed to the new registrant following the seminar.
3. Once received, a confirmation email will be sent to the substitute registrant within one business day.

## ORIGINAL REGISTRANT INFORMATION

**Seminar Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

## SUBSTITUTE REGISTRANT INFORMATION

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Credentials:** \_\_\_\_\_

(i.e., M.D., RN, CPHQ.)

**Organization:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*I have read and understand the policies pertaining to this document.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_