



SEMINAR TRANSFER FORM

Transfer Policy

1. If you have registered for a seminar and are unable to attend, you may apply your registration fee to another NCQA seminar. Prior to the first day of the seminar, the *Seminar Transfer Form* must be submitted.
2. A participant may transfer the registration fees paid *minus the \$75.00 transfer fee* to any other NCQA education seminar offering with 12 months of the transfer date. NCQA is unable to honor transfer requests to and from online programs due to the unique nature of these programs. A registration fee may be transferred **one time only**. Transfer fees unused at the end of 12 months will be forfeited.
3. Once received, a confirmation email for the new seminar will be sent within one business day. Do not make travel and hotel arrangements, until you have received your registration confirmation.

REGISTRATION INFORMATION

Name: _____

Badge Name: _____

Title: _____ **Credentials:** _____
(i.e., M.D., RN, CPHQ., etc.)

Organization: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **Email Address:** _____

TRANSFER INFORMATION

I am transferring. I am using a transfer credit. I am requesting a transfer credit.

Original Registrant (if different from participant above): _____

Previous seminar: _____	Date: _____	Amount Paid: _____
		Transfer Fee: -\$75.00
New seminar: _____	Date: _____	Price: _____
		Amount due: _____

METHOD OF PAYMENT

- Fax this form with your credit card information to NCQA Customer Support at 202-955-3531 or email to customersupport@ncqa.org
- Mail this form with your check to: NCQA, Department 4038, Washington, DC 20042-4038
- If you are sending a payment overnight, send to: NCQA, 1100 13th St., NW Suite 1000, Washington, DC 20005

Amount: _____ **Check Number:** _____ MasterCard Visa American Express

Cardholder's Name: _____ **Cardholder's Signature:** _____

Card Number: _____ **Expiration Date:** _____