

RIHCA Seminar Policies and Procedures

The Rhode Island Health Care Association offers members and non-members with a variety of seminars and events designed to educate and enhance the knowledge of the long-term care profession in Rhode Island on issues important to our industry. Continuing Education Units (CEUs) may be offered for Rhode Island Nursing Home Administrators, Nurses and Activity Professionals.

Registration and Payment

- Registration may be completed online only. *A log-in is not required* to register online for events and seminars. An email confirmation will be sent to registered attendees within 48 business hours.
- Seminar and Event payments may be made by check or credit card (Mastercard, Visa and AMEX are accepted)
- Payment for seminars and events will not be processed online at this time (However some events may allow registrants to enter credit card information online- it will not be charged until a later date). A request to pay by credit card may be made and a credit card authorization form will be emailed at that time.
- Members are responsible to provide RIHCA with updated contact information for billing.
- Seminar and Event payments may be made by check or credit card (Mastercard, Visa and AMEX are accepted). Payments shall be made prior to the start of the event or seminar.
- Walk-in Registrations will be accepted if a seminar is not full and otherwise specified. Walk-ins may be subject to a late registration fee.
- Criteria to receive "RIHCA Member Rates"
 - RIHCA Facility Member in good standing
 - RIHCA Associate Business Member

Cancellation Policy

- Event or Seminar participants must notify Katie Norman via email (knorman@rihca.com) no later than 48 business hours prior to the event. No refunds will be given after this time unless an unscheduled visit by a Regulatory agency.
- No show attendees will be billed at the full registration rate.
- Substitutions: If a registered attendee is unable to attend a seminar or event, a substitute may be sent from that same facility or Business Member organization. If the substitute is known in advance of the date of the event, please notify RIHCA by emailing knorman@rihca.com

Confirmation of Registration

- All registrants will receive an email confirmation upon receipt of registration within 48 Business Hours.

Continuing Education Units

- RIHCA has been granted or falls under the requirements to provide CEUs to RI nursing home administrators, nurses and Activity professionals.
- RIHCA does not provide NAB approved credits for Administrators. CEUs provided to Administrators from RIHCA may only be applied to their RIDOH Administrator license.
- In order for participants to receive CEU credits for a seminar, the participant must remain present through the entirety of the seminar/webinar. Request for additional CEU certificates will require a \$10.00 processing fee per certificate.

Canceled Programs

- RIHCA reserves the right to cancel a program due to low enrollment or other extenuating circumstances. If an event or seminar is cancelled, membership and registrants will be notified via email.
- Refunds will be issued to registrants by the method in which payment was made.

Photography and Videos

- During a seminar or event RIHCA may take photos and videos for use in promotional videos, association communications, and social media postings. By participating in RIHCA seminars and other events, you grant RIHCA the right to use your image for such purposes.