

## Southwest Center for Occupational and Environmental Health Course and Event Registration Information

Thank you for your interest in registering for a continuing education course. This is generally a fast and easy process and we thank you in advance for taking the time to pre-register for your chosen activity.

Pre-registration for all courses and events is necessary to guarantee your space in the desired event, as space is limited. Pre-registration allows the Southwest Center for Occupational and Environmental Health (SWCOEH) Continuing Education (CE) Program to properly plan, facilitate communication and have course materials ready for you at the course check-in.

The SWCOEH Continuing Education Program is pleased to announce the launch of our new online registration system, powered by ABC Signup, with secure payment processing through the NIC State of Texas payment system. This online system allows you to purchase multiple event registrations at one time using the event cart. Enjoy 24-hour access to your continuing education financial history and access to your certificates of attendance for courses and events attended. **Create your account for FREE; please contact us at SWCOEH@uth.tmu.edu or call 713-500-9447 / 713-500-9448 if you need assistance with registration or account creation.**

### Online Registration

Click the Course Schedule button on the SWCOEH CE Continuing Education website to access the list of current courses and events. Click an event title to select it; you will be directed to a page with event information. If this is the event you would like to attend, click "**Register Now**" under the Registration Information section of the event page. You will be directed to a registration cart log-in page.

#### If this is your first online registration in 2017, you will need to create a new account:

- Select "**Create a New Account.**"
- Complete the questions on the following information page.
- **Note:** Typically, if you are an event or agenda producer, event speaker or designated team member, you will still be required to register online for the purpose of attendance accounting and communication. Please check the appropriate boxes or enter Discount Code if applicable.
- All other registrants, if you have received a **Discount Code**, please enter code in designated field.
- Select "**Submit Registration.**"
- Review cart contents on the next page. Register staff or associates for the same course by clicking "**Register Another Individual for the Same Event**" or hit "**Click Here to See a List of Events**" to register for additional courses.
- Complete the registration by choosing "**Click Here to Checkout Now;**" the system will direct you to the payment gateway for NIC, which is the State of Texas payment system. Choose payment option and proceed to complete payment. **Registration IS NOT Complete until payment is completed and confirmed.**
- Once you have completed the financial information for your registration, you will receive two emails: your course confirmation and the payment statement.

#### If have already created your account for 2015, your User ID is your email address:

- Enter your email address in the User ID section and your password (the same one you entered when creating the account).
- Select "**Click Here to Login.**"
- Review and update contact information and other information; select "**Submit Registration.**"
- Review cart contents on the next page. Register staff or associates for the same course by selecting "**Register Another Individual for the Same Event.**" Choose "**Click Here to See a List of Events**" to register for additional courses.
- Complete the registration by choosing "**Click Here to Checkout Now;**" the system will direct you to the payment gateway for NIC, which is the State of Texas payment system. Choose payment option and proceed to complete payment. **Registration IS NOT Complete until payment is completed and confirmed.**
- Once you have completed the financial information for your registration, you will receive two emails: your course confirmation and the payment statement.

**Registration & Cancellation Policy:**

Full tuition must accompany each registration to ensure your registration for a course or Southwest Center for Occupational and Environmental Health (SWCOEH) event.

**\*Full tuition is due BEFORE start of late registration term identified on the course/event registration page. Payment by credit card (online) is encouraged.**

**Make checks payable to SWCOEH or Southwest Center for Occupational and Environmental Health**

**Mail to:**

UTHealth School of Public Health  
Southwest Center for Occupational and Environmental Health  
Attn: Continuing Education  
1200 Pressler St., **RAS West 1038**  
Houston, TX 77030

Tuition is completely refundable if a course is cancelled by the SWCOEH Continuing Education (CE) Program or if the registrant cancels more than 21 business days prior to the course date. Registrants who cancel 10-20 business days prior to the course date may apply the entire course tuition toward another course or receive a refund of 50%. No refunds are given for cancellations made less than 5 business days prior to the course date, but tuition may be applied toward a future course. A \$75 administrative fee will be charged for cancellations 10 business days prior to the course date. A set deadline is required for certain courses; no registrations or cancellations are accepted after the course’s set deadline. Please see course listings for those with specific, set deadlines. “No shows” for a course will forfeit the full registration tuition. ***The SWCOEH must receive all cancellations in writing to [SWCOEH.CE@uth.tmc.edu](mailto:SWCOEH.CE@uth.tmc.edu) prior to the course date for the appropriate refund and/or credit to be issued.*** Date email communication received will be considered cancellation date. Registrants will be notified at the contact information indicated on the registration form. The SWCOEH cannot be held responsible for a non-refundable airline ticket in the event of a course cancellation.

**NOTE:** If payment is made by check, an identification number is required to process the refund.

**Registration Information:**

Upon registering for any activity with the SWCOEH Continuing Education Program, the participant agrees that The University of Texas Health Science Center at Houston School of Public Health – Southwest Center for Occupational and Environmental Health, its affiliates and all personnel associated with the courses are not responsible or liable for any injuries or damages sustained by the participant in connection with the scheduled activity; and the participant hereby releases each of them from any claims against them arising directly or indirectly from any such injury or damage.

The registered participant grants permission to the SWCOEH Continuing Education Program (and its designees and agents) to use the participant’s image, likeness, actions and/or statements in any live or recorded audio, video or photographic display or other transmission, exhibition, publications, or reproductions made of, about, or at, the activity without further authorization or compensation. Participants may not use video or audio recording devices during the course or schedule activities without permission from the SWCOEH CE Continuing Education Program.

Registering for any continuing education activity or event constitutes acceptance to these terms.

UTHealth School of Public Health  
Southwest Center for Occupational and Environmental Health  
Continuing Education and Outreach Program  
1200 Pressler, RAS West 1038, Houston, TX 77030  
[SWCOEH.CE@uth.tmc.edu](mailto:SWCOEH.CE@uth.tmc.edu) | 713-500-9447