

REGISTRATION & PAYMENT GUIDELINES

MEMBER DISCOUNT

RIVHSA members are eligible for discounted registration rates. To receive a member discount, you must hold an active RIVHSA membership at the time of registration. (Our membership year runs from October 1 through September 30 of each calendar year.) To avoid paying non-member registration rates, renew or join before you register. Membership status will be verified by RIVHSA staff, who will contact registrants in cases of lapsed membership to proceed with reactivation or transition registration to the non-member rate.

REGISTRATION RATES

Closes September 19 (while tickets remain)

- MEMBER: \$485/person
- NON-MEMBER: \$560/person

A purchased general conference registration includes 4 days of event programming and materials as well as a certificate of attendance. For this event, RIVHSA is only conducting advance registration with a limited number of tickets; there will be no onsite registration.

RIVHSA EVENT DISCLAIMERS/ADVISEMENTS

Participants understand and agree that:

1. By registering and/or attending a RIVHSA event, participants assume all of the foregoing risks, release and hold harmless RIVHSA, its directors, officers, employees, agents, representatives, exhibitors, licensees and other participants of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to my attendance or participation in the event.
2. RIVHSA encourages the exchange of diverse opinion at our conferences. Thus, the ideas presented do not necessarily reflect RIVHSA's official position on a particular topic or issue and RIVHSA assumes no responsibility for any statement of fact or opinion presented at our conferences. In addition, the acceptance of advertising or exhibitors does not imply endorsement of products or services by RIVHSA.
3. Attendance at RIVHSA's events and related activities constitutes consent by the attendee to RIVHSA's use or distribution (both now and in the future) of the attendee's image, likeness, and appearance in photographs and/or video of such events and activities.

CONTINUING EDUCATION UNITS (CEU)

The continuing education unit (CEU) is a unit for measuring and recording an individual's participation in non-degree credit educational activities. One tenth (0.1) CEUs are issued for each approved contact hour of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Typically, CEUs are awarded for pre-conference seminars and concurrent workshops only (e.g., general sessions or meal functions are not eligible). RIVHSA partners with providers accredited by the International Association for Continuing Education and Training to issue CEUs. **CEUs will not be offered at this event but we plan to resume offering this option at future events.**

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REGISTER ONLINE & PAY WITH A CREDIT CARD [REGISTER TODAY](#)

- RIVHSA is enhancing its online registration solutions to support increased credit card transactions. Credit cards are our preferred method of payment to expediently confirm registration. **Advance registrations are accepted on a full-payment and first-come, first-confirmed basis only for this limited-capacity event; there will be no on-site registration.** You will receive an email confirmation from our app upon receipt of registration payment. Email your inquiry to RIVHSA using the instructions below:

NEED ASSISTANCE?

Using the following subject line: “[INSERT AGENCY NAME] requesting assistance with EHS INSTITUTE registration order”, Send your inquiry to support@rivhsa.org. Please allow 24-48 hours for a reply from a member of our team. To efficiently track this process, we ask that all registration related inquiries be isolated to the initial email conversation thread. This process will enable you and RIVHSA staff to easily refer to specific communications within the single thread.

ALTERNATIVE PAYMENT OPTIONS

If your agency is unable to remit payment online by credit card, there are two alternative payment options:

- **PURCHASE ORDER:** **Purchase orders (PO) will not be accepted after September 15.** A \$20 processing fee will be assessed to POs. A formal invoice will be provided to grantees upon request. After the aforementioned dates, RIVHSA will cancel unpaid POs. Please submit the purchase order along with a completed order form on page 4. Once received, you will receive a spreadsheet from RIVHSA to submit your registrants. Your order is not complete and registrants will not be uploaded to the app until the registration spreadsheet is returned to RIVHSA. Please email your inquiries to RIVHSA using the instructions below:

NEED ASSISTANCE?

Using the following subject line: “[INSERT AGENCY NAME] registering for EHS INSTITUTE with purchase order”, send your inquiry to support@rivhsa.org. Please allow 24-48 hours for a reply from a member of our team. To efficiently track this process, we ask that all registration related inquiries be isolated to the initial email conversation thread. This process will enable you and RIVHSA staff to easily refer to specific communications within the single thread.

- **AGENCY CHECK:** The submission of a purchase order process is not required by RIVHSA to pay by agency check. RIVHSA does not accept personal checks. Please submit the agency check along with a completed order form on page 4. Your order is not complete and registrants will not be uploaded to the app until the registration spreadsheet is returned to RIVHSA. Please email your inquiries to RIVHSA using the instructions below:

NEED ASSISTANCE?

Using the following subject line: “[INSERT AGENCY NAME] registering for EHS INSTITUTE with agency check”, send your inquiry to support@rivhsa.org. Please allow 24-48 hours for a reply from a member of our team. To efficiently track this process, we ask that all registration related inquiries be isolated to the initial email conversation thread. This process will enable you and RIVHSA staff to easily refer to specific communications within the single thread.

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SUBSTITUTION & CANCELLATION

- **SUBSTITUTION:** Registration fees are non-refundable. Advance substitutions will be accepted and processed through **September 19**. After the aforementioned date, we are unable to process substitutions in advance of the event start date but will accept and process onsite. Substitutions made onsite may incur an extended wait time to complete event check-in. Email your substitution request to RIVHSA using the instructions below:

NEED ASSISTANCE?

Using the following subject line: “[INSERT AGENCY NAME] substitution for EHS INSTITUTE”, send your inquiry to support@rivhsa.org. Please allow 24-48 hours for a reply from a member of our team. To efficiently track this process, we ask that all substitution related inquiries be isolated to the initial email conversation thread. This process will enable you and RIVHSA staff to easily refer to specific communications within the single thread.

- **CANCELLATION:** Registration fees are non-refundable. Still want to proceed with cancellation? An account credit (e.g. registration fee minus the processing fee) can be processed until **September 19**. After the aforementioned date, account credit requests will not be accepted. Credits must be used by 9/30/23 or be forfeited. Credits may only be used to purchase RIVHSA training, membership, or products in the fiscal year credited. *There are no exceptions*. Once your credit is processed, RIVHSA staff will contact you to apply your credit toward a purchase. Email your account credit request to RIVHSA using the instructions below:

NEED ASSISTANCE?

Using the following subject line: “[INSERT AGENCY NAME] cancellation for EHS INSTITUTE”, send your inquiry to support@rivhsa.org. Please allow 24-48 hours for a reply from a member of our team. To efficiently track this process, we ask that all substitution related inquiries be isolated to the initial email conversation thread. This process will enable you and RIVHSA staff to easily refer to specific communications within the single thread.

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ORDER FORM | 2023 EARLY HEAD START INSTITUTE

Contact Person for Registration

(_____)
Office Telephone

Position Title

(_____)
Office Fax

Agency/Company

E-Mail

Office Mailing Address

Agency Membership Number

City, State Zip Code

Consult the Registration Guidelines for deadlines and restrictions. Questions? Call us at 770.490.9198

Last Name (Please Print)	First Name (Please Print)	Member \$485	Non-Member \$560	Leadership Luncheon \$100	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
GRAND TOTAL					

REGISTER TODAY

- Questions? 770.490.9198 [OR] support@rivhsa.org
- On-line at www.rivhsa.org
- Fax registrations and purchase order to 770.696.2768 (Do not mail original)
- Mail registrations with payment to: RIVHSA, 2023 EHSI, Post Office Box 1049, Snellville, Georgia 30078

RIVHSA USE ONLY: Date: ____/____/____ Amount \$_____ CC _____ Check# _____ PO# _____ \$20