

~ AHCA | NCAL ~
50th Annual Convention & Expo

October 5 - 8, 2008 • Nashville, Tennessee
Gaylord Opryland Resort and Convention Center

AHCA/NCAL CEU CHANGE REQUEST

Please indicate your change request below, and return it to the AHCA/NCAL CEU Assistance counter, located at the Registration Desk in Delta Lobby B, during regular convention registration hours of operation.

CEU Eligibility Policies

Please be advised of the following AHCA 2008 CEU policies:
In order to receive CEU credit for any educational session or convention event, you must (1) scan IN and OUT of the session, and (2) satisfy the minimum time requirements:

- 60-minute session: 50 minutes minimum in session
- 90-minute session: 75 minutes minimum in session
- 120-minute session: 90 minutes minimum in session

Online Certificate Request System

CEU certificates may be requested online beginning on Monday, October 13. Please visit the AHCA/NCAL website at <http://www.ahcancal.org> and go to the 'Education' page to review and print your CEU certificate. The online certificate system will remain active for a period of one year.

First Name: _____ Last Name: _____
Confirmation Number (located on back side of badge): _____

License Information Update

Please update my registration record to reflect the following license information:

	License Number	State	License Type (check one type per license)				
			LN	RN	NH Admin	AL Admin.	Other
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____

Scanning Errors

If you had an invalid or missing scan, please indicate the session ID, name, date and time below:

Please check one:

Missing IN scan Missing OUT scan Missing BOTH scans

ID: _____ Session Name: _____

Session Date: _____ Session Time: _____

Please check one:

Missing IN scan Missing OUT scan Missing BOTH scans

ID: _____ Session Name: _____

Session Date: _____ Session Time: _____

Please check one:

Missing IN scan Missing OUT scan Missing BOTH scans

ID: _____ Session Name: _____

Session Date: _____ Session Time: _____

Change Request Processing

Your CEU change request will be reviewed by AHCA staff. Upon approval of the request, your record will be updated by AHCA Registration staff. Please allow three (3) business days for your change request to be processed and reflected on your certificate.

You can also return your completed change request to AHCA Registration

By Email: AHCA2008reg@cmrus.com

By Fax: (415) 979-2276

By Mail: AHCA/NCAL Registration, c/o Convention Management Resources
33 New Montgomery, Suite 1420, San Francisco, CA 94105