ARC-PA WORKSHOP REGISTRATION

 **Accreditation and You**

Accreditation Workshop with optional **Overview of the Accreditation Process** session

**July 22-24, 2018**

The Ritz-Carlton, Cleveland, Ohio

Deadline for Receipt of Registration Form **June 8, 2018**; payment due **June 15, 2018**

This summer’s workshop is open to program directors, medical directors, principal faculty and staff from currently accredited programs and provisional applicant programs assigned to an ARC-PA Commission agenda.

**Space is limited**. Priority will be given to first time registrants from programs scheduled for site visits in 2018-2019. Programs are limited to two attendees per program.

All those *wait listed* will be notified no later than June 22, 2018 about the availability of a seat at the workshop.

PA Program Name: Click here to enter text.

Provisional Applicant Program? [ ]  Yes [ ]  No

Date on ARC-PA agenda: Choose an agenda.

Last Name:Last name First Name:First name Professional and Academic Credentials: Credentials

Role in Institution/ Program: [ ]  Program Director

[ ]  Medical Director

[ ]  Academic Coordinator

[ ]  Clinical Coordinator

[ ]  Principal Faculty

[ ]  Staff (role): Click here to enter text.

[ ]  Other: Click here to enter text.

Years in current position: Enter Years Years Enter Months Months

Years of PA education experience: Enter Years Years Enter Months Months

Year of prior “Accreditation and You Workshop” attendance: Year

Year of attendance at Provisional Pathway Conference: Year

Your mailing address:

Street: Address City: City State: State Zip: Zip

Daytime phone number with area code: xxx-xxx-xxxx

Mobile number with area code: xxx-xxx-xxxx

Last Name:Last name First Name:First name

Email: Email Address (Confirmation of registration and correspondence about the workshop will be sent to this email address.)

List any food allergies/special physical needs: Click here to enter text.

Comments:

Click here to enter text.

Select Session(s) below:

[ ] I want to attend the *Accreditation and You* workshop. **Noon, Sunday, July 22, 2018 through noon Tuesday, July 24, 2018.** Registration Fee ($1250) includes meeting materials, snacks and, breakfast and lunch on Monday, and breakfast on Tuesday.

[ ] I want to attend the *Overview of the Accreditation Process* (for faculty new to accreditation), **9:30am-11am, Sunday, July 22, 2018.**

[ ] Personal Check being mailed separately [ ]  Institution check to follow

**NOTE:** Registration form must be received by **June 8, 2018.**

All checks must be received no later than **June 15, 2018** or registration will be cancelled.

The ARC-PA does **NOT** accept credit cards. **Make checks payable to: ARC-PA, Inc.**

After completing and saving this form, please send it as an email attachment to: Workshop@arc-pa.org.

**Send the registration fee to** Accreditation and You Workshop Registration, ARC-PA, 12000 Findley Road, Suite 275, Johns Creek, GA 30097.

**Submission of this registration form does NOT guarantee registration.**

Confirmation will be sent to the email address listed above. **Air, hotel and other travel arrangements should NOT be made until you receive confirmation of workshop registration.**

Questions about registration? Contact Mercedes@arc-pa.org

**Cancellation policy for ARC-PA sponsored events**

1. Registrants who are unable to attend an event for any reason may substitute, by arrangement with ARC-PA, someone else from the same institution with no additional expense.
2. If a registrant is unable to attend an event and a substitution is not an option, the following refund arrangements will apply:
	1. Registrations cancelled 15 days or more before the event will be refunded 100%.
	2. Registrations cancelled less than 15 days before the event will forfeit $500 of the event fee and the remaining balance of the fee will be refunded.
3. Refunds will be issued within 2 weeks after the event.