

Registration

PRE-REGISTRATION REQUIRED

Sorry... no registration taken at the door

TO REGISTER, CALL 650.723.6366, press option 2 (TTY 650.723.5136) (CREDIT CARD) OR MAIL THE REGISTRATION FORM BELOW OR FAX YOUR REGISTRATIONS TO 650.725.9937.

NAME (print clearly) _____ EMPLOYER _____

HOME ADDRESS _____ RN LICENSE _____

CITY _____ STATE/ZIP _____ CREDIT CARD # _____

HOME PHONE _____ EXPIRATION DATE _____ CHECK ENCLOSED

TRANSFER OF FUNDS (Stanford Hospital and Clinics Employees Only – Attach Approved Educational Assistance Form) Unit and Cost Center # _____ EMAIL ADDRESS _____

_____ I HAVE REVIEWED THE CANCELLATION POLICY _____ (initial)

MY NURSING SPECIALTY IS:

- Medical/surgical
- Critical Care
- Skilled Nursing
- Pediatrics
- Perinatal
- Home Health
- Management/admin/educ.
- Others

CHECK HERE IF YOU WERE REFERRED BY A COLLEAGUE AND ARE ATTENDING FOR THE FIRST TIME. WHO REFERRED YOU?

Name _____

Address _____

PLEASE REGISTER ME FOR THE FOLLOWING PROGRAMS

(Note: We reserve the right to make program changes. You must attend the entire course to receive CE credit. If you have special requirements needing accommodation, please notify us in advance. We do not have accommodations for children. Stanford Hospital and Clinics is a nonsmoking facility.)

DATE	TITLE OF COURSE	FEE CALCULATION
_____	1 _____	\$ _____
_____	2 _____	\$ _____
_____	3 _____	\$ _____
	Applicable Stanford Advantage Club Discount (see below)	\$ _____
	HOME STUDY: TITLE: _____ (no discount on Home Studies)	\$ _____
	TOTAL AMOUNT DUE	\$ _____

JOIN THE STANFORD ADVANTAGE CLUB AND SAVE \$\$\$ ON CE

Three ways to save:

- 1) Register for two or more courses at the same time and receive \$10.00 each off the second and subsequent course registration fees. (Homestudies, computer classes and Life Support courses excluded.)
- 2) Upon completion of 30 CE hours of Center for Education programs within the last two years (homestudies and life support not applicable), send us copies of your certificates and you'll receive a \$100.00 coupon to use toward any of our unrestricted courses.
- 3) Tell a colleague who has never attended our courses about our Center. The first time he or she registers for a course *, you will receive a \$10.00 coupon to use toward any of our unrestricted courses.

* Have first-time attendee enclose your name and address with their registration form so we can send you a \$10.00 discount coupon.

PAYMENT INFORMATION

Please make checks payable to Stanford Hospital and Clinics and mail with your application to: The Center for Education, 300 Pasteur Drive, MC 5534, Stanford, CA 94305-5534. In the event an emergency makes a program educator unavailable and a qualified substitute cannot be found, we will reschedule you into a future program or issue a full refund. California Board of Registered Nursing, CEP12165

CANCELLATION POLICY

Refund of registration MINUS \$25.00 processing fee if cancellation received at least 7 days prior to course.

NO refund for cancellations received 1 to 6 days prior to course.*

NO refund or course transfer for cancellations received on day of course.

*Transfer to another course within 12 months is permitted one time only. A \$25 processing fee applies.

