

# 3 EASY WAYS TO REGISTER

Registrations may be made by

**Fax** using Visa, MasterCard, American Express, or Discover.



(859) 622-8049

**Phone** using Visa or MasterCard, American Express, or Discover.

(859) 622-2143



**Mail** using Checks, Money Orders, Visa, or MasterCard, American Express or Discover.

Ms Kathy Hall  
Eastern Kentucky University  
Perkins 202  
521 Lancaster Ave.  
Richmond, KY 40475-3102

Please check [www.ced.eku.edu/directions.php](http://www.ced.eku.edu/directions.php) for Directions and Parking information.

## Registration Information

Name: \_\_\_\_\_

\_\_\_\_\_ RN \_\_\_\_\_ LPN \_\_\_\_\_ Other

Full Home Address (Street/City, State, Zip):  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address (Street/City, State, Zip)  
\_\_\_\_\_  
\_\_\_\_\_

**\*Must include either Social Security Number OR License Number to receive CEUS\***

Social Security No.: \_\_\_\_\_

Professional License No. \_\_\_\_\_

**\*Registration fees are listed with each offering.**

Workshop Title: \_\_\_\_\_

Date: \_\_\_\_\_ Fees\*: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Date: \_\_\_\_\_ Fees\*: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Date: \_\_\_\_\_ Fees\*: \_\_\_\_\_

**\*Discount: If 3 or more individuals from the same agency register together for the same workshop, the registration fee will be reduced by \$10 each. Payment should be received on one check for all 3 persons. Not applicable with other discounts.**

Visa  MasterCard  American Express  Discover

Name as it appears on Card: \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ VIN\* \_\_\_\_\_

\*VIN is the last 3 digits next to the signature

## Check If:

- Faculty/Staff Scholarship**
- Are you 65 or older? If so, you are eligible to use an **O'Donnell Scholarship** which covers tuition fee to attend ECU sponsored programs. Just Mark your registration "O'Donnell Scholar." There is a placement fee of \$5.00 for programs on ECU Campus, or \$10.00 for off-site locations.
- Are you a **student**? You may qualify for a student discount.

**\*\*Note:** We are not yet able to take registrations by email. **Please do not send personal information through E-mail.** We do not yet have a secure connection.

**For Questions:** Call us at (859) 622-2143  
Or email: [hsconted@eku.edu](mailto:hsconted@eku.edu)

**Registration, Materials, and Lunch Fees:** ECU is committed to offering the highest quality programming at the lowest possible cost. Registration fees are listed with the information for each workshop.

**Please send a separate check for each offering, payable to EASTERN KENTUCKY UNIVERSITY.**

**Registration Deadline:** Enrollments are necessarily limited. Completed registration forms should reach ECU three days prior to the offering. Reservations may be made by phone after this time, on a space available basis only. Phone: (859) 622-2143 Fax: (859) 622-8049

**Cancellation/Refund Policy:** If you wish to cancel a registration you must notify the Continuing Education and Development office at least **three working days prior to the workshop date** in order to receive a refund. After that date a substitute may be sent, but no refund. If an offering is cancelled by ECU, the registration fee will be refunded in full.

**Confirmation:** Acceptance notifications will be sent. Every effort will be made to contact participants in the case of cancellation and/or a change in presenters.

**Classroom Temperatures & Smoke Free Building:** you are advised to wear layered clothing, as classroom temperatures tend to be cool, especially in the Perkins Building at ECU. University Buildings have been designated as smoke free.

**Requirements for Nursing Continuing Education Credit:** You must attend the entire offering in order to receive contact hours.