



# EDUCATION & TRAINING SERIES

## Virtual Education & Training Program Policies & Information

### WAYS TO REGISTER

#### Online

Online via secure transactions. Have an American Express, Discover, MasterCard, or Visa card available

[nhcaa.org/Programs](http://nhcaa.org/Programs)

#### Email

Email your registration form (completed PDF file) along with any necessary purchase order.

[training@nhcaa.org](mailto:training@nhcaa.org)

#### Mail

Mail completed form along with payment information.

The NHCAA Institute  
Registration

1220 L Street NW, Suite 815  
Washington, DC 20005

#### Secure Fax

Fax the completed form along with credit card payment information or purchase order.

202.785.6764

Registration forms can be faxed or emailed **ONLY** if:

- paying by American Express, Discover, MasterCard, Visa, accompanied by a Purchase Order or
- Tuition-Free

### MEMBER TUITION-FREE REGISTRATIONS

The Membership Forum Representative from each organization will designate tuition-free registrations. Check with your representative for availability.

- ▶ NHCAA Member Organizations, Affiliate Members, and National Government Liaisons can designate two (2) tuition-free registrations per In-Person NETS program.
- ▶ Platinum Supporting Members can designate one (1) tuition-free registration per In-Person NETS program.
- ▶ State-based Government Liaisons receive five (5) tuition-free registrations (limit 2 per program) to designate throughout the year at virtual trainings.

### CANCELLATION/SUBSTITUTION

All cancellations (regardless of date) will be processed with a \$50.00 administrative fee.

- ▶ All written notice of cancellations and substitutions should be sent via email to The Education & Training team, at [training@nhcaa.org](mailto:training@nhcaa.org).
- ▶ **Before cut-off date** – To cancel and obtain a refund (minus an administrative fee) or to request a substitution, you must provide written notice to [training@nhcaa.org](mailto:training@nhcaa.org).
- ▶ **After cut-off date** – If you cancel in writing after the cut-off date, no refund will be provided but credit for future training is available. All substitution requests received after the cut-off date will be charged a \$50.00 administrative fee.

**For program descriptions and registration information please visit:**

[nhcaa.org/programs](http://nhcaa.org/programs)

### QUESTIONS?

Email [training@nhcaa.org](mailto:training@nhcaa.org)



# ACCREDITED HEALTH CARE FRAUD INVESTIGATOR PREP COURSE

## AHFI® Prep Course

- ▶ AHFI exam requires separate application\*
- ▶ The AHFI application is available for download at <https://www.nhcaa.org/achieve-lead/ahfi/>

### REGISTRANT INFORMATION

Mr.  Ms.  Mrs.  Dr. Nickname \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Degree  MD  DO  PHD  RN  JD Designation \_\_\_\_\_

Organization \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email (Required) \_\_\_\_\_

### PROGRAM SELECTION

Program-Virtual Training / July 5-29, 2022	Tuition-Free	NHCAA Member <sup>1</sup>	Government <sup>2</sup>
AHFI® Prep Course	<input type="checkbox"/> \$0	<input type="checkbox"/> \$425	<input type="checkbox"/> \$425

Amount Enclosed \$ \_\_\_\_\_

### PAYMENT INFORMATION

Check (Check Enclosed) Credit Card:  AmEx  Discover  MC  Visa  Purchase Order #: \_\_\_\_\_

Credit Card Account # \_\_\_\_\_ Exp \_\_\_\_\_

Cardholder Name (Print) \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- ▶ Register online [nhcaa.org/accreditation/ahfi-prep-course](http://nhcaa.org/accreditation/ahfi-prep-course) or complete this form & return with your payment to: The NHCAA Institute-Registration / 1220 L Street NW / Suite 815 / Washington, DC 20005 / Fax: 202.785.6764
- ▶ See the AHFI registration page for specific cancellation/substitution deadlines.

\*Must be an employee of a NHCAA Member Organization, Affiliate, Premier or Supporting member to attend. 1. Member Rate applies to all NHCAA Member Organizations, Affiliate Members, Individual Members, Platinum, Premier Supporting Members and Supporting Members.