

REGISTRATION INFORMATION

Telephone Number: (210) 567-3177 • Fax Number: (210) 567-6807 • Web: www.smile.uthscsa.edu

PRE-REGISTRATION: Preregistration for all courses is necessary. It is beneficial for participants to preregister for a course as the course packet will be available for them at final check-in. Please call the Office of Continuing Dental Education at (210) 567-3177 to preregister for a course or mail the registration form with check made payable to "UTHSCSA" to:

UTHSCSA
Continuing Dental Education MSC 7930
7703 Floyd Curl Drive
San Antonio, Texas 78229-3900

The Office of Continuing Dental Education cannot be held responsible for the cost of a nonrefundable airline ticket or flight change in the event of a course cancellation or the rescheduling of the program.

Upon registering in any Continuing Dental Education activity, the participant agrees that the University of Texas Health Science Center San Antonio and their affiliates, and all personnel associated with the program are not responsible or liable for any injuries or other damages sustained by the attendee in connection with the scheduled activity, and the participant hereby releases each of them from any claims against them arising directly or indirectly from any such injury or damage.

The registered participant grants permission to the Office of Continuing Dental Education (and its designees and agents) to utilize the participants image, likeness, actions and/or statements in any live or recorded audio, video, or photographic display or other transmission, exhibition, publication, or reproduction made of, about, or at, the activity without further authorization or compensation.

Participants may not use video or audio recording devices during the course or scheduled event.

Registering for any Continuing Dental Education activity constitutes acceptance of these terms.

PAYMENT BY CHECK: To hold your space in any one of the continuing education programs, please provide credit card information when preregistering. If payment by check is desired, the credit card will not be charged, but will be "on hold" until the check is received by the Office of Continuing Dental Education.

PAYMENT BY CREDIT CARD: MasterCard, VISA, or Discover Card only.

ON-SITE CHECK-IN: Please check details of each course for designated time and location of course check-in. Participants can pick up packets one hour prior to the beginning of the course. Same day walk-in enrollments will be accommodated on a space-available basis.

CONFIRMATION: Your registration confirmation will be mailed from our registrar within 5-7 working days upon receipt of payment. You will also receive a listing of nearby hotels at this time. This will be followed by a final confirmation letter designating the details and location of the course within 10 days of the program date. A map of the campus and parking information is on the Health Science Center website <http://www.uthscsa.edu>. Proof of payment and Certificate of Attendance will be issued on day of course to those participants who have preregistered and prepaid. Replacements or additional copies of the Certificate of Attendance can be issued, however, participants will be charged an administrative fee of \$10.00. Participants who pay on the day of the course will be mailed their Receipt of Payment and Certificate of Attendance.

TUITION DISCOUNT: *Recipients of the Kenneth D. Rudd CDE Participant Award may deduct 10% from the tuition of designated courses. This special tuition discount is offered to the participants who have attended at least 100 continuing dental education hours of courses sponsored by the Office of Continuing Dental Education, The University of Texas Health Science Center at San Antonio, Dental School.

ACCOMMODATING PEOPLE WITH SPECIAL NEEDS: If you are a person with special needs and desire special accommodations, please advise us at the time of registering for the course. Requests will be kept confidential. Individuals with speech or hearing impairments can contact the Office of CDE by using TDD Message-Relay Texas. If you have a TDD, 1-800-735-2989. If you do not have a TDD, call 1-800-735-2988.

AFFILIATIONS: The University of Texas Health Science Center at San Antonio, Dental School is a member of the American Dental Education Association.

CONCERNS, COMPLAINTS & SUGGESTIONS

To assure an optimal educational experience, the Office of Continuing Dental Education and the Dental School's Committee on Continuing Dental Education encourage course participants, faculty and staff to register concerns, complaints or suggestions for formal review and, if appropriate, subsequent action. To warrant a fair and expeditious review, contact the Office of Continuing Dental Education for the appropriate form. Concerns or complaints about a CE provider may be directed to the provider or to ADA CERP at www.ada.org/goto/ceerp.

GENERAL REFUND POLICY: If you must cancel your registration for any type of continuing dental education course, please notify the Office of Continuing Dental Education as soon as you determine you are unable to attend so that a refund may be considered. Any cancellation made prior to the start of the program will be subject to an administrative fee assessment of \$60.00. Any cancellation made one week or less prior to the course does not qualify for a refund. However, participants may choose to place their tuition minus an administrative and direct cost fee assessment into a holding account for future use. "No Shows" will not qualify for refunds. Written notification by mail, fax or e-mail is required within five business days to initiate the refund process. Please allow four to six weeks for all refunds. Specific refund policies apply to all off-site, continuum, and on-going series programs. Contact our office for specific refund policy regarding any course.

OFF SITE PROGRAM REFUND POLICY: If you must cancel your registration, please notify the Office of Continuing Dental Education as soon as you determine you are unable to attend so that a refund may be considered. Due to commitments to off-site properties, any cancellation made prior to the start of the program will be subject to an administrative fee assessment of \$160.00. Any cancellation made two months or less, prior to the course does not qualify for a refund. However, participants may choose to place their tuition minus an administrative and direct cost fee assessment into a holding account for future use. "No Shows" will not qualify for refunds. Written notification is required within five business days by mail, fax, or e-mail to initiate the refund process. Please allow four to six weeks for all refunds. Specific refund policies may apply to all off-site programs. Contact our office for specific refund policy regarding any course.

CONTINUUM, DENTAL STUDY CLUBS, AND MULTIPLE SERIES REFUND POLICY: If you must cancel your registration, please notify the Office of Continuing Dental Education as soon as you determine you are unable to attend so that a refund may be considered. Due to commitments to these type of programs, any cancellation made prior to the start of the program will be subject to an administrative fee assessment of \$160.00 plus any applicable nonrefundable deposits. Any cancellation made one month or less prior to the course does not qualify for a refund. However, participants may choose to place their tuition minus an administrative, applicable nonrefundable deposits, and any direct cost fee assessment's into a holding account for future use. "No Shows" will not qualify for refunds. Written notification is required within five business days by mail, fax, or e-mail to initiate the refund process. Please allow four to six weeks for all refunds. Deposits and football tickets are nonrefundable. Specific refund policies apply to all continuum, study clubs, and on-going series programs. Contact our office for specific refund policy regarding any course.

TO REQUEST A REFUND: If you must cancel your registration, please notify the Office of Continuing Dental Education as soon as you determine you are unable to attend so that your refund may be considered. Written notification is required within five business days by mail, fax or e-mail to initiate the refund process. A written request is required to process any refund or transfer. Contact our office for specific refund policy regarding any course.

INTERACTIVE WEB COURSE REFUND POLICY
If you must cancel your registration, please notify the Office of Continuing Dental Education by sending us an e-mail at smile@uthscsa.edu with your User Code and course title before the START DATE indicated so that your refund may be considered. Cancellations made after the START DATE, will be subject to an administrative and direct cost fee adjustment. No refunds will be issued after the completion of the first chapter, regardless of START DATE.

COURSE CHANGES/CANCELLATION: The Office of Continuing Dental Education reserves the right to: (1) limit registration; (2) refuse admission by refunding the course fee; (3) change the location, date and starting time of the program, course content or faculty and such change will not entitle the registered participant to a refund; (4) cancel any course no less than one week prior to the course should circumstances make this necessary, at which time registered participants will be notified by telephone using the number provided on the registration form; (5) remove the participant from the premises if the patron's conduct endangers or disrupts other attendees, speakers, or staff.

TWO STEP INSTANT SAVINGS: Two Step Instant Savings does not apply to any course that has already been discounted. This discount does not apply to Continuum, Dental Study Clubs and Multiple Series courses. Register within 60 days of the course and receive a 20% discount. Register within 30 days of the course and receive a 15% discount. These courses are non-refundable. However, participants may choose to place their tuition minus an administrative and direct cost fee assessment into a holding account for future use.

TEXAS BRIEF: Unless enrolling in consecutive Texas Brief courses, no lunch is provided.

CREDIT: The University of Texas Health Science Center at San Antonio, Dental School Continuing Dental Education Program is designated as a recognized provider by the Continuing Education Recognition Program (CERP) conducted under the auspices of the American Dental Association. The formal continuing dental education courses are accepted for Fellowship/Mastership and membership maintenance credit by the Academy of General Dentistry.

Dentist: All courses are acceptable for credit by the Academy of General Dentistry and are offered in cooperation with the Texas Chapter of AGD.

Dental Technician: Courses are approved for documented credit hours by the National Board for Certification.

Auxiliary: Courses are approved by the Texas Dental Hygienists' Association and the Dental Assisting National Board, Inc.

Individuals should consult with their State Boards regarding recognition of courses acceptable for relicensure.

DOCUMENTATION OF COURSE CREDIT HOURS: A \$10.00 administration processing fee will be charged for requests of documentation of continuing dental education course credit hours. A written request must be accompanied with payment. All participants are provided an official verification of attendance at the time of the course. This document is acceptable by the IRS and state board of dental examiners as proof of attendance to the course. Course attendance is finalized at the completion of individual sessions or programs. Any requested audit by state dental boards will require participant authorization to release information.

EMERGENCY CONTACT: Telephone numbers for the Office of Continuing Dental Education 210-567-3177. To contact a participant in the event of an emergency and there is not an answer, call the University Police at (210) 567-2800. Offsite location numbers will be provide with final confirmation letter.

LOCATION: The University of Texas Health Science Center at San Antonio is located at Medical Drive and Floyd Curl Drive. The main entrance to the complex is at Floyd Curl Drive (opposite Methodist Hospital). This entrance is open all hours, weekends and after hours.

COMPLIMENTARY PARKING: For those of you who will be driving to campus, the security officer at the main gate will instruct you where to park. More than likely, you will be directed to park in the Visitors Lot. Bring the parking ticket issued at the tollgate to the Visitors Lot with you for validation at the time of course check-in. The validated ticket will be given to the parking lot attendant when you exit at the completion of the course.

LATE ENTRY DOORS TO THE DENTAL SCHOOL: The main doors to the Dental School are locked during the weekends and evenings after working hours. CDE course participants should go to the entrance doors by the Cafeteria located around the corner (to the left of the Dental School). To gain entrance, push the intercom button located to the right as you enter, and a security officer will assist you.

ADA CERP® | Continuing Education Recognition Program

The University of Texas Health Science Center at San Antonio is an ADA CERP Recognized Provider. ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

Continuing Dental Education credits are designated in each course description.

Concerns or complaints about a CE provider may be directed to the provider or to ADA CERP at www.ada.org/goto/ceerp.

Updated August 18, 2009