

Continuing Education Programs Catalog Introduction

Welcome Thank you for your interest in Continuing Education through DCH Health System. We are pleased to provide you with our Programs Catalog.

Schedule All programs listed in this catalog are **tentatively scheduled as shown**. Catalog information is **regularly updated** on our website www.dchsystem.com. Please view the website periodically to review changes and updates.

NOTE: Class registration begins 30 minutes prior to the beginning of each class.

Website In an attempt to become more efficient and cost effective, we request that our website be utilized for viewing course offerings.

Step	Action
1	Open www.dchsystem.com
2	Click “Education and Training” on the right side menu.
3	Click “Course Schedule” and scroll down to Continuing Education to view a schedule of courses offered.
4	View course information by clicking appropriate course title.

CE Credit Please observe the following:

- DCH Health System is an approved provider of continuing education in nursing by ASNA, an accredited approver by the ANCC Commission on Accreditation.
- DCH has been assigned provider number ASNA #5-116.
- A certificate of attendance will be issued upon completion of each program.
- **No certificate or partial credit** will be given to an individual who does not complete the entire course.
- Participants are responsible for maintaining their own class certificates.
- Replacement certificates will be furnished upon receipt of a written request and a \$15.00 processing fee. (The request must include: program name and date and is subject to attendance verification.)

Room Temperature Please bring a sweater or light jacket as the temperature of classrooms cannot be adjusted to please everyone.

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Special Needs Please indicate any special needs on the registration form so that we may do all we can to accommodate.

Annex Parking For programs at the DCH Regional Medical Center Annex, please park in other Regional Medical Center parking lots. Limited parking is available at the Annex and is reserved for those with disabilities, patients, and employees at the Annex. Please, do not park at the adjacent businesses. Your cooperation is appreciated.

Fees Fees include registration, handouts, and certificates.

Registration Please register in advance for all classes. "At-door" registrations will only be accommodated if space is available.

Ways to Register To pre-register for any of the programs listed, you should complete the blank form at the end of the catalog (please make copies, as needed) and return it in one of the following ways:

How	Contact Info	What to Include
Mail	DCH Regional Medical Center Organizational Development & Education 809 University Boulevard East Tuscaloosa, AL 35401	Completed Registration Form and payment (if required).
FAX	(205) 750-5698	
Phone	(205) 759-7745 **Voicemail is available after hours.	
e-mail	ODERegistration@dchsystem.com	
Office	DCH Regional Medical Center Trustee Hall, 3 rd Floor	

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Payment Options

All available payment options are listed below.

Payment Type	Notes
Personal Check	Made payable to DCH Regional Medical Center
Money Order	Made payable to DCH Regional Medical Center
Credit/Debit Card	VISA, VISA Debit, or MasterCard Include the following information: <ul style="list-style-type: none">• Account number, and• Expiration date.
Payroll Deduction	For DCH employees only. Payment must be submitted in person at the ODE Office
ODE Bucks	

NOTE: Cash Payments are only accepted in the DCH Business Office.

Cancellations

If you register for a course and then find that you are not able to attend, please contact us as soon as possible so that we may register other participants.

ODE reserves the right to cancel, reschedule, or relocate any program.

Refunds

The refund schedule is as follows:

If ...	Then ...
You cancel 5 or more days before class	You will be refunded the entire fee, minus a \$5 administration charge.
You cancel less than 5 days before class	No refund will be available.
Do not cancel and do not attend	You are responsible for the entire payment.

Questions?

All inquiries can be directed in the following ways:

Mail	DCH Regional Medical Center Organizational Development and Education 809 University Blvd E Tuscaloosa, AL 35401
Phone	(205) 759-7745 **Voicemail is available after hours
e-mail	xfields@dchsystem.com