

Continuing Education Program

Southwest Center for Occupational and Environmental Health

UTHealth School of Public Health

SWCOEH Continuing Education (CE) Registration, Payments and Cancellations

Registration Information:

- Once your registration and payment are processed, you are automatically enrolled.
- You will receive two communication from us via email: (1) Confirmation of registration and (2) Confirmation of payment. Please, ensure your email address is valid and active.

Registration Payment

- Full payment of registration fees must be made at the time of registration. You may pay the registration fees with a credit card (i.e., Visa, MasterCard, Discover, American Express).
- If your employer is paying for your registration via purchase order, please contact us at SWCOEH.CE@uth.tmc.edu, and we will advise of registration and payment process. Include your full name, name of institution, and your work email address.

Cancellation and Refunds

- If the event you register for is rescheduled or cancelled due to unforeseen circumstances, we will promptly communicate with you via the e-mail address provided on your registration form.
- If you wish to cancel your registration, please email us at SWCOEH.CE@uth.tmc.edu including your full name, title and date(s) of event, and reason for cancelling your registration. We must receive your cancellation e-mail no later than 10 business days prior to the course start date.
- Refunds will be issued as follows:
 - We will deduct a \$50 administrative fee from the refunded amount.
 - Cancellations received after the refund deadline will not be processed.
 - If you paid via credit card, provide the last 4 digits of the card number.
 - If you paid via check, provide the check number.

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