

# SVPA Event Registration Policies

**Registration:** All registration is online. Registrants will receive confirmation of their enrollment. All programs and start promptly on time. Please arrive **one half hour early** in order to receive CE credits. Late arrivals will not be eligible to receive continuing education credits.

**Cancellation policy:** Requests for refund must be made 72 hours in advance. No refunds will be given after that. Refunds will occur in the form of credit for another course. If SVPA finds it necessary to cancel course, those who have registered to be notified by email, and the full course fee will be refunded.

**Preregistration:** Preregistration is offered until 24 hours before the course begins. Walk-in registrants are welcome, but seats will be available on a first-come first-served basis. A \$20 fee will be charged to register under the program if space is available.

**Light bites:** Light Bites are evening CE programs and the registration price includes a light meal.

**Locations:** Locations are usually in Sacramento, although some may be in neighboring cities. Locations are given with registration, and most of the programs listed here have the location.

**Continuing education credits:** In order to receive CE credits, participants must be present for the entire program. Individuals who arrive more than 15 minutes late will be unable to obtain CE credits. There is no partial credit. Participants who leave the program early will not receive CE credits. Certificates for continuing education credits are usually issued at the close of the program, when a program evaluation is returned. SVPA is licensed by CPA to provide CE units.