

Behavioral Health Terms and Conditions

Enrollment Policy:

The enrollment deadline is on or before 3 calendar days prior to the course start date (excluding holidays and weekends). Participants are welcome as walk-ins and will be accepted on a first come first served basis if spaces are available. If a participant is a walk-in, there is no guaranteed admission.

Cancellation Policy:

Registration cancellations less than 7 calendar days prior to the course start date (excluding holidays and weekends) must be done by calling COR Learning Center at (951) 955-3255. Non RUHS-BH registrations must be cancelled on or before 7 calendar days prior to the course start date (excluding holidays and weekends) to receive a refund. All cancellations made between the cancellation deadline and 24 hours before the course date will receive credit toward a future CE course. Credit must be applied within 12 months from the original course start date. Cancellations less than 24 hours of the course start date will not receive a refund or future CE fee credit. No refunds or future credit will be given to "NO SHOWS." No substitutions are allowed.

Late Arrival Policy:

Participants who arrive to class after the scheduled start time are considered late and may not receive credit for the course. Tardiness, early departure and those who return late from lunch/breaks will not receive continuing education (CE) credit. There is no partial CE credit.

Refund Policy:

A refund for the payment will only be granted if notification is made in writing by 7 calendar days prior to the course start date (excluding holidays and weekends). Please allow 30 days for processing.

Refund requests should be submitted to Williamae Maciel at WMaciel@rcmhd.org or, for PEI sponsored trainings, Lucy Lopez at LucyLopez@rcmhd.org. Please make sure that you have carefully read the Cancellation Policy section prior to submitting a request.

Payment Methods:

Accepted Methods of Payment

- Check/Money Order
- Cash on Delivery (exact change)

Participants	CE Credit Full Day	CE Credit Half Day	Non-CE Credit Full Day	Non-CE Credit Half Day
All RUHS-BH Employees and Retirees	\$0	\$0	\$0	\$0
All Others	\$20.00	\$10.00	\$0	\$0

All payments received at the door will result in a late fee of \$5.00.

Please make checks payable to RCDMH. Your check is your receipt. Please submit to RUHS-BH Revenue Unit, P.O. Box 7549, Riverside, CA 92513.

Continuing Education:

Continuing education (CE) credit is being provided through Riverside University Health System - Behavioral Health (RUHS-BH), Workforce Education and Training (WET), P.O. Box 7549, Riverside, CA 92513.

If you are interested in receiving CE credit, please contact Williamae Maciel at WMaciel@rcmhd.org or, for PEI sponsored trainings, Lucy Lopez at LucyLopez@rcmhd.org and provide your license/certification number.

Please refer to the payment methods section regarding fees.