MONDAY, AUGUST 24 and TUESDAY, AUGUST 25, 2015
The Meadows Events and Conference Center—Prairie Meadows

EARLY BIRD REGISTRATION DEADLINE: AUGUST 10, 2015

AN EDUCATIONAL CONFERENCE ESPECIALLY FOR:
Certified Nursing Assistants, Certified Medication Aides, Home Care/Health Aides, Hospice Aides, Patient Care Technicians, Nutrition Aides, Restorative Aides, Direct Care/Support Professionals, Personal Assistants, Consumer Directed Attendant Care Workers, Universal Workers, and family caregivers.

Premier Sponsors:

Funding for this conference made possible in part by Iowa Department of Public Health Contract #5885SN02
Conference Information

About the Theme: “Passport to Direct Care”
Every day is an adventure for those of you who work in direct care! You may experience many unexpected challenges, but direct care provides you an opportunity to explore and discover what a wonderful journey you are on, especially being a part of the lives of those you serve. Oftentimes, you are the “Passport to Care” ensuring that someone is there to provide care and services to those in need.

This year’s conference will provide you an all-inclusive package of support, information, education, networking, and fun. You will receive a guided tour through a specially designed itinerary of workshops and motivational sessions for those who work in direct care. Your passport will also grant you access to many exhibits and community resources. If you’d like, we also offer special health and oral health screenings as a part of your tour package.

Conference Recognition Reception
Iowa CareGivers “Passport to Direct Care” Recognition Reception
This reception is being held to honor and pay tribute to all of you in direct care who travel alongside the thousands of Iowans who need your care and support every day. There will be a short program where we will present awards.

Participate in Free Health and Oral Health Screenings
As those who work in direct care, you often put the care needs of others before your own. But, a healthy YOU is vital to the welfare of those who depend upon you. Screenings that may be offered are blood pressure, Body Mass Index (BMI), blood cholesterol and blood sugar, as well as an oral health screening.

Special Thanks to Des Moines University Physician Assistant Program, Polk County Health Department, and Iowa Dental Hygienists’ Association for their time and donation of screening supplies and equipment to make these screenings possible.

Are You Getting The Most From Your Paycheck?
Boost your financial confidence and well-being by taking the Financial Fitness Challenge!
Learn more about this FREE on-line financial education program available to health care employees, as well as their families and friends. Stop by the Financial Fitness Challenge resource table to register for this free on-line program that starts the week of September 14th!
Choose a learning plan that meets your specific needs and increase your financial fitness! This program will help you make the most of your paycheck and build your confidence in making financial decisions for yourself and your family!

Exhibit Space Available
Exhibit space will be available at the Iowa CareGivers “Passport to Direct Care” Conference. This is a wonderful opportunity to support quality care and inform attendees about products, services, and resources. Exhibitors will be considered on a first come, first served basis. No employee recruitment activities are allowed.

For more information, contact Pam Biklen at the Iowa CareGivers, 515-729-9729 or pam.biklen@iowacaregivers.org

RESERVE YOUR SEAT NOW! You’ll receive your official passport in the mail. Get your tourist/travel attire ready, pack your bags, and book your adventure with us now!
Conference Location

The Meadows Events and Conference Center — Prairie Meadows
1 Prairie Meadows Drive
Altoona, IA 50009
515.967.1000

Guestroom Reservations:
To make your reservations, you may either...

• Call the hotel reservation number at 515.957.3000 or 800-325-9015. Let them know that you are with the Iowa CareGivers “Passports to Direct Care” conference at the time of your reservation to receive the special guestroom rate.
• Reserve your room online at www.prairiemeadows.com (Make sure to use our group code 08232015IOW).

To receive the special room rates, reserve your room before Friday, July 31, 2015 at 5 p.m.
After this date, guests will be accommodated on a space and rate available basis.

Special Guestroom Rates:
Prairie Meadows is offering the Iowa CareGivers conference participants a special guestroom rate of $82 plus tax (12%) or approximately $92.

To Avoid Delays or Problems Checking In:
Hotel Room Reservations normally require a credit card number guarantee. If you do not have a personal credit card and plan on paying with Cash, please note that upon check in at the hotel, cash-paying guests may be asked to leave a $50 cash or credit card deposit to guarantee payment. Please note that the Hotel does not accept personal checks as payment.

If a Company Credit Card will be used instead of a Personal Credit Card and the Company Card will not be physically swiped at the hotel upon check in, the hotel will need the Company Credit Card holder to complete and return a Credit Card Authorization Form. Please contact the reservation number at 515.957.3000 for assistance with this process.

Directions:
FROM THE WEST
Take I-80 east to exit 142A. Turn right onto Highway 6. Take your first left (east) onto Adventureland Drive. We'll be on your right.

FROM THE EAST
Take I-80 west to exit 142. Turn left onto Highway 6. Take your first left (east) onto Adventureland Drive. We'll be on your right.

FROM THE NORTH
If you're coming in on I-35 from the north, merge onto I-80 east via exit 87A towards Davenport. Travel a little over four miles to exit 142A. Turn right onto Highway 6. Take your first left (east) onto Adventureland Drive. We'll be on your right.

FROM THE SOUTH
If you're coming in from south of Des Moines on I-35, merge onto Highway 5 South on the southern edge of Des Moines. Highway 5 South becomes Highway 65 North. Take Exit 83 and turn right (east) onto 8th Street SW. After traveling 0.5 miles, turn left onto Prairie Meadows Drive.
Conference Agenda: Monday, August 24, 2015

6:30 – 8:30 am  Health Screenings Available
7:00 – 8:30 am  Registration/Light Continental Breakfast/Visit Exhibitors
8:30 – 8:45 am  Greeting
   by Bob Russell, DDS, MPH, Iowa Department of Public Health
8:45 – 9:45 am  Opening Keynote: “Enjoying the Journey”
   by Juli Burney, Motivational Speaker
9:45 – 10:00 am Break: Visit Exhibitors/Health Screenings
10:00 – 10:45 am Iowa CareGivers General Session: Direct Care:
The Toughest Job You’ll Ever Love
   Di Findley, Executive Director, Iowa CareGivers
10:45 – 11:00 am Break: Visit Exhibitors/Health Screenings
11:00 – 12:00 pm Workshops: Session A (choose one)
   A1: On the Path to Good Self-Care: How to Avoid Grief’s Roadblocks
       by Carrie Bauer, LBSW, Director, Hamilton’s Academy of Grief & Loss
   A2: Oral Care: Passport to Health by Carol Van Aernam, RDH, BA,
       Registered Dental Hygienist
   A3: Understanding Generational Differences in the Workplace by Karen Miller,
       Executive Vice President, Manpower Central Iowa, Manpower Workforce Solutions
12:00 – 1:00 pm Lunch
1:00 to 2:00 pm Workshops: Session B (choose one)
   B1: Fitting Fitness In Using Cues to Action, Nikki Carrion, Owner, FitXpress, LLC
   B2: Medicare/Medicaid Abuse: Helpful Information, Tips, and Who to Call
       by Jacob Schunk and Dean Lerner, United States Attorney, Northern District of Iowa
   B3: Catching Up on Communicable Diseases…Before One Catches You!
       by Nola Aigner, Health Educator/Public Information Officer, and Kari Lebeda Townsend,
       Disease Prevention Supervisor, Polk County Health Department
2:00 – 2:15 pm Break: Visit Exhibitors
2:15 – 3:15 pm Workshops: Session C (choose one)
   C1: Understanding and Responding to Dementia-Related Behavior
       by Susan Callison, Program Specialist, Alzheimer’s Association
   C2: Tails, Tales, Triumphs and Tribulations: When Patients Have a Service Dog,
       by Nicole Shumate, JD, Executive Director, Paws & Effect
   C3: From Taking Notice to Taking Action: Tips for Effective Advocacy,
       by Rik Shannon, Public Policy Manager, Iowa Developmental Disabilities Council
3:15 – 3:30 pm Break: Visit Exhibitors
3:45 – 5:00 pm Iowa CareGivers “Passport to Direct Care” Recognition Reception

Certificates of attendance: Attendance at this conference is good for 9.75 contact hours
of continuing education (4.75 for August 24 and 5.0 for August 25) for Certified Nurse Assistants,
Certified Medication Aides, Health Care Technicians, Home Health Aides, and other direct care
professionals. Certificates of attendance will be issued by the Iowa CareGivers. We are not able
to provide CEUs for RNs, LPNs, or other licensed staff. Thank you.

Iowa CareGivers does not discriminate in its educational programs and activities on the basis of race, creed, national origin, ancestry, color,
religion, sex, age, disability, veteran status, sexual orientation or any other protected class under relevant state and federal laws.
Iowa CareGivers General Session: Direct Care: The Toughest Job You’ll Ever Love by Di Findley, Executive Director, Iowa CareGivers

Your “passport” will take you on this side trip that will explore the world’s view of the direct care profession, coined by former CNA, Julie Grugan, as the Toughest Job You’ll Ever Love. It will also provide a brief overview and update on issues pertinent to direct care.

Workshops: Session A

A1: On the Path to Good Self-Care: How to Avoid Grief’s Roadblocks by Carrie Bauer, LBSW, Director, Hamilton’s Academy of Grief & Loss

Death and grief are common human experiences, and those who are providing care to others are not immune to grief. Oftentimes those who are providing care to others forget about their own grief, including accumulative grief from providing care. During this presentation we will examine the effects of grief, and how to care for yourself while still caring for others. Objectives: Identify factors which can affect the length and intensity of one’s grief; Learn techniques for helping ourselves when we are grieving while taking care of others; Identify sources of bereavement education, resources, and support.

A2: Oral Care: Passport to Health by Carol Van Aernam, RDH, BA, Registered Dental Hygienist

This program will discuss the importance of daily oral care for everyone, even for those traveling on their end of life journey. No one should become ill or die from dirty teeth. You have the privilege of giving those you care for the gift of a better quality of life. Learn about the systemic connection and why there is no health without oral health; why is palliative and hospice care important and what type of oral care should be given; learn how you can become involved to help improve the quality of life of those we serve.

A3: Understanding Generational Differences in the Workplace by Karen Miller, Executive Vice President, Manpower Central Iowa, Manpower Workforce Solutions

Generation gaps are as old as history. Nevertheless, organizations are more concerned than ever about how to build cohesive, successful, and strong teams with such differing attitudes. This workshop will provide insights and tools to help you understand the unique mindset, work style, and communication style that defines each generation. Objectives: Understand the Facts and Myths of each generation; overcome the generational divide through understanding of generational motivators, strengths, and expectations; Learn the best communication techniques for each generation.

Workshops: Session B

B1: Fitting Fitness In Using Cues to Action, Nikki Carrion, Owner, FitXpress, LLC

Attend this highly interactive workshop, and see how YOU can empower your clients to fit fitness into their daily routine: strength, flexibility, balance, and stress reduction tips. Associated benefits are vast! Most important are…enhancement of functional fitness and preservation of independence. Prepare to be enlightened and inspired to empower! Objectives: Display an increased awareness in terms of the responsibility we have as professionals working with older adults to empower them in any way we can to maintain and/or increase their functional fitness; Learn the specific physical needs of older adults in terms of common issues encountered with the aging process and how to address those issues; describe cues to action, and understand how this idea can be used throughout any given day by almost anyone who wishes to improve their functional fitness.

B2: Medicare/Medicaid Abuse: Helpful Information, Tips, and Who to Call by Jacob Schunk and Dean Lerner, United States Attorney, Northern District of Iowa

This workshop will discuss efforts to combat fraud in the Medicare and Medicaid programs. Caregivers will be given information about their opportunities to contribute, their importance in this process, and rewards for their involvement. The workshop will also cover the False Claims Act, related cases, and whistleblower protections. Questions will also be answered about the efforts of the United States Attorney.

B3: Catching Up on Communicable Diseases…Before One Catches You! by Nola Aigner, Health Educator/Public Information Officer, and Kari Lebeda Townsend, Disease Prevention Supervisor, Polk County Health Department

During this communicable disease update, information will be provided on the primary modes of disease transmission, prevention techniques, control measures, public health responses and resources. Current and relevant communicable disease concerns and outbreaks in the United States will be discussed including but not limited to Ebola, Measles, Tuberculosis, and Influenza.

Workshops: Session C

C1: Understanding and Responding to Dementia-Related Behavior by Susan Callison, Program Specialist, Alzheimer’s Association

Behavior is a powerful form of communication and is one of the primary ways for people with dementia to communicate their needs and feelings as the ability to use language is lost. However, some behaviors can present real challenges for caregivers to manage. Join us to learn to decode behavioral messages, identify common behavior triggers, and learn strategies to help intervene with some of the most common behavioral challenges of Alzheimer’s Disease. Participants will be able to identify common triggers for behaviors associated with dementia; explain the process for assessing and identifying challenging behaviors, and list strategies to address some common dementia-related behaviors.

C2: Tails, Tales, Triumphs and Tribulations: When Patients Have a Service Dog, by Nicole Shumate, JD, Executive Director, Paws & Effect

Nicole will host a fun and informative discussion about common, appropriate service dog behaviors in public environments. Included will be a brief review of the current Iowa law and how that may apply to medical facilities or to medical providers. Ms. Shumate is looking forward to answering questions and sharing her experiences as a puppy raiser and dog trainer.

C3: From Taking Notice to Taking Action: Tips for Effective Advocacy, by Rik Shannon, Public Policy Manager, Iowa Developmental Disabilities Council

Author Honore de Balzac once said, “It is easy to sit up and take notice, what is difficult is getting up and taking action.” This session will explore the barriers to effective advocacy and prepare participants to take action as agents for the change that they hope to realize. Participants will be able to list resources that they can access and use to: identify their issue; develop an effective message that includes their personal story; identify appropriate decision-makers; deliver their message; build support for their cause; and follow up and follow through to build relationships.
Conference Agenda: Tuesday, August 25, 2015

**6:30 - 8:30 am**  Health Screenings Available
**7:00 - 8:30 am**  Registration/Light Continental Breakfast/Visit Exhibitors
**8:30 - 8:45 am**  Greeting/Welcome

8:45 - 9:45 am  General Session: “The Toxic Workplace” by Jim Jelinske

9:45 - 10:00 am  Break: Visit Exhibitors/Health Screenings

**10:00 - 11:00 am**  Workshops: Session D (choose one)

- **D1:** “Making Music Medicine” by Stephanie Johnson, Board Certified Music Therapist, Founding Director of Music Speaks
- **D2:** First Class Tour of Multiple Sclerosis Care by Valerie Stickel-Diehl, RN, MS, MSCN, Ruan Neurology at Mercy Medical Center
- **D3:** Prepare to Care in Action by Anita Stineman, PhD, RN, Prepare to Care Curriculum Director, University of Iowa; and Angie Doyle Scar, Project Manager for Direct Care Workforce Initiative, Office of Healthcare Transformation, Iowa Department of Public Health

**11:00 am – 12:15 pm**  Lunch

**12:15 – 1:15 pm**  Workshops: Session E (choose one)

- **E1:** Slips & Falls—Hazard Awareness and Prevention by Larry Readout, Senior Engineer, EMC Insurance Companies
- **E2:** Financial Security—Planning and Prevention by Nick Gerhart, Commissioner, Iowa Insurance Division
- **E3:** Why Did He Do That? Identifying the Cause of Challenging Behaviors to Develop an Effective Solution by Leah Miljkovic, MS, BCBA, The Homestead

**1:15 - 1:30 pm**  Break: Visit Exhibitors

**1:30 – 2:30 pm**  Workshops: Session F (choose one)

- **F1:** Examining the Role of Staff in Long-Term Care Residents’ Sexual Expression by Merea D. Bentrott, Ph.D., Project Specialist, Office of the State Long-Term Care Ombudsman
- **F2:** Stay Well: Preventing and Finding Cancer in Iowa by Sara Comstock, State Health Systems Manager, American Cancer Society
- **F3:** Taking Care of You So You Can Take Care of Others by Courtney Slater, RD, LD, CDE, Dietitian, Diabetes Educator, Hy-Vee, Inc.

**2:30 – 2:45 pm**  Break: Visit Exhibitors

**2:45 – 3:45 pm**  Closing Keynote: We Are On Our Way to a Happy Workplace Using the Humor Highway. Hang On and Enjoy the Ride! by Jim Jelinske

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Conference Session Descriptions: Tuesday, August 25, 2015

**General Session:**

“The Toxic Workplace” by Jim Jelinske

Power Struggles, Grudges, Negativity, Cliques, Back Stabbing, Rumor Spreading. Some organizations are poisonous, and they can infect everyone who works there. But if you have been in a toxic situation too long, you may have come to accept sick behavior as normal. And you may even start to think that there’s something wrong with you. In this presentation, we will learn about the definitions and motivations causing difficult behavior, profile various types of difficult people and teach strategies on how to manage other people’s anger. We will explore situations that can apply to your interactions with the general public, your clients, your co-workers, and your managers and learn about specific approaches to conflict resolution.

**Workshops: Session D**

**D1:** “Making Music Medicine” by Stephanie Johnson, Board Certified Music Therapist, Founding Director of Music Speaks

The science behind music dates back to ancient times, but centuries later we are still learning of its benefits. This presentation will demonstrate the innate response our body has to music, how music therapists use research-based interventions, and how you can use music in your every-day life. Objectives: Define music therapy as a profession; list 3 symptoms a client may display which music therapy may assist to alleviate; list 3 goals focused on functional outcome a music therapist may use; state 3 areas of sensory stimulation and examples in which music therapy interventions can focus; and state 2 ways a non-music therapist professional can use music.

**D2:** First Class Tour of Multiple Sclerosis Care by Valerie Stickel-Diehl, RN, MS, MSCN, Ruan Neurology at Mercy Medical Center

The past 20 years have changed the face of Multiple Sclerosis. Diagnosis is quicker, due to MRI. Treatments are slowing the progression of the disease. Symptom management options have improved quality of life. A cure is still the goal, however, with each new treatment option, we see improved disease control. Providing MS care comes with a price, both money and intense follow up and follow through. This workshop will give you a view of MS today and answer your questions about your patients. Participants will discuss symptoms of Multiple Sclerosis; identify needs of patients living with Multiple Sclerosis; and identify resources available to Multiple Sclerosis patients.
D3: Prepare to Care in Action by Anita Stineman, PhD, RN, Prepare to Care Curriculum Director, University of Iowa; and Angie Doyle Scar, Project Manager for Direct Care Workforce Initiative, Office of Healthcare Transformation, Iowa Department of Public Health

Prepared to Care is the state’s first comprehensive training for direct care professionals who provide hands-on support and care to people who have health conditions, illnesses, or disabilities. Come and hear from those who have taken this exciting training and who teach the courses! Benefits of the training for direct care professionals and employers will be discussed. The Mouth Care Matters, oral healthcare specialty and other educational opportunities will also be discussed.

Workshops: Session E

E1: Slips & Falls—Hazard Awareness and Prevention by Larry Readout, Senior Engineer, EMC Insurance Companies

This workshop will include a comprehensive discussion of the slip/trip/fall issue, hazards in the workplace, home and community, and best practices for fall prevention. Sample slip prevention products and methods will be shown, allowing participants to judge for themselves. Objectives: Understand the magnitude of slip/trip/fall incidents; recognize slip/trip/fall hazards; learn about preventative measures to reduce fall risks.

E2: Financial Security—Planning and Prevention by Nick Gerhart, Commissioner, Iowa Insurance Division

Commissioner Gerhart will discuss the basics of saving and investing, including fundamental concepts to help the listeners get started or build on their plans. Building on the theme of being wise and safe investors, he will present warnings about fraud, and tips to ensure that you stay in control of your money. Objectives: Understanding how to make sound financial and investment decisions; learning about financial advisors and the services they can provide; and recognizing and victim-proofing yourself against fraud and scam artists.

E3: Why Did He Do That? Identifying the Cause of Challenging Behaviors to Develop an Effective Solution by Leah Miljkovic, MS, BCBA, The Homestead

Have you ever attempted to control or manage a challenging behavior but feel that you are in a losing battle? Determining the cause of the behavior is the first step in responding the right way. Here you will be given some tips on how to identify the cause, or function, of a behavior and what to do next. While we work primarily with children with autism, the principles of ABA and challenging behavior have been used with all ages including elderly patients with dementia, delinquent teens, typically developing children in general education classrooms and more. Participants will: learn to identify the cause of a challenging behavior based on the events surrounding the behavior; and be given information regarding strategies to manage challenging behaviors and other potentially useful supports to prevent challenging behaviors from occurring.

F1: Examining the Role of Staff in Long-Term Care Residents’ Sexual Expression by Merea D Bentrott, Ph.D., Project Specialist, Office of the State Long-Term Care Ombudsman

Sexuality and intimacy in relationships remain crucial components of well-being throughout older adulthood. This presentation will focus on sexual expression among long-term care residents. The role of the facility in managing safe sexual expression will be explored, and response strategies and guidance provided for policies related to the issue. Objectives: Broaden participants’ understanding of the meaning of sexuality in older adulthood, and address common stereotypes, judgments, and myths regarding sexuality and aging; examine the influence of physical and cultural environments; and discuss the role of staff in residents’ sexuality, and identify best practices for staff training.

F2: Stay Well: Preventing and Finding Cancer in Iowa by Sara Comstock, State Health Systems Manager, American Cancer Society

We often hear mixed messages about what does and does not cause cancer. Come learn the facts about cancer in Iowa and how you can reduce your risk. Topics covered will include tobacco cessation, radon, sun exposure, and the latest recommendations for cancer screening. Objectives: Describe the overall burden of cancer in Iowa; identify the top preventable causes of cancer in Iowa; discuss screening recommendations for breast, colon, cervical, and lung cancer; review opportunities to address cancer prevention and screening for yourself and those you care for.

F3: Taking Care of You So You Can Take Care of Others by Courtney Slater, RD, LD, CDE, Dietitian, Diabetes Educator, Hy-Vee, Inc.

When providing care for others, it’s easy to overlook your own health and well-being. Learn how to bring your wellness to the forefront so you can better care for your clients. Participants will be able to: use label reading as a tool for healthy eating; identify good, better, best, when it comes to food options.

Closing Keynote: We Are On Our Way to a Happy Workplace Using the Humor Highway. Hang On and Enjoy the Ride! by Jim Jelinske

People who use humor at work are taught how to do their jobs, but few are taught how to do it in a way that they enjoy.

• Learn how to GPS your way to a happy workplace
• Discover the joy in seeing the effects of a “comic vision”
• Create a new path to have some fun and still get work done

Jim will challenge us all to look for fun ways to enhance our daily tasks with a new outlook and build upon our relationships, creativity, and service to others.

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Hubbard Care Center, Inc., Hubbard, IA
Longview Home, Inc., Missouri Valley, IA
Madrid Home for the Aging, Madrid, IA
Northcrest Community, Ames, IA
Shirley Sorenson
Jen and Paul Storbeck

Disclaimer: The use of the term “Sponsor” for the “Passports to Direct Care” Conference does not constitute an official endorsement or approval by the Iowa CareGivers of any product or service provided by the participating “sponsors” or “vendors.”
Conference Registration 2015

Name: _______________________________________________________________

Complete Home Mailing Address: _________________________________________

City, State, Zip: ________________________________________________________

County: ___________________________  # of years in direct care: ______________

Home phone: _____________________  Work phone: ________________________

Cell phone: _____________________  Email: _________________________________

Employer: ____________________________________________________________

Employer Address: _____________________________________________________

Employer City, State, Zip: _________________________________________________

Is this your first time at conference?  q Yes  q No

Do you plan to participate in the health screenings?  q Yes  q No

Do you have any dietary or other special needs?  q Yes  q No

Please list here: _______________________________________________________

Please contact us at information@iowacaregivers.org or 515-223-2805 by August 3
for any accommodations and/or alternative formats you may need.

On your MAIN direct care job are you... (Check ALL that apply)

q Certified Nursing Assistant (CNA)
q CNA plus other certification, such as medication aide, rehabilitation aide, etc.
q Home Care or Home Health Aide (HCA/HHA)
q Direct Support Professional (DSP)
q Patient Care Technician (PCT)
q Consumer Directed Attendant Care (CDAC) worker or Personal Care Assistant
q Universal Worker
q Hospice Aide
q Companion, non-medical assistant
q Other__________________________

Early Bird Registration Fees:

$75 Both Days  $___________

$50 One Day  $___________

Days you will be attending (check all that apply)

q Aug. 24  q Aug. 25

If your registration is received after August 10, 2015,
you will be charged an additional $30.

Total Amount  $___________

Make checks payable to: Iowa CareGivers and mail to the following address:
Iowa CareGivers
1231 8th Street, Suite 236
West Des Moines, IA  50265

Early Bird Registration Deadline: August 10, 2015

Credit cards are accepted for online registrations only.

• Payment must be sent with registration. Please do not send cash.

• Cancellation policy: Sorry, NO refunds. A substitution of the registration will be accepted with no charge.

• A confirmation of registration and payment will be emailed, faxed, or mailed to you.