Class Confirmations

If you register for a class over the phone with one of our staff, we will email you a confirmation letter clarifying the day, time, and location of your class. Please be sure to hold on to this document so you know when and where your class will take place. If you register online, you will not automatically get an emailed confirmation. If you would like to receive one, please follow the steps below.

1. Click on this link to take you to our registration program: https://reg125.imperisoft.com/QualityCareConnections/Search/Registration.aspx

2. Log in to your account.

3. Click on the "wheel" to view your Settings.

4. Click "My Account."

5. Towards the bottom, click on the tab called "Account Registrations."

6. This will generate a list of the trainings for which you are registered. Next to each training, you will find a link that says "Download PDF." Click on this link to pull up the confirmation letter for that specific training.

7. Save or print the confirmation letter for your records.