



Registration Form

STEPS TO COMPLETING YOUR CONFERENCE REGISTRATION

- Step 1.** Carefully review page two: Registration Information and Accessibility Restrictions.
- Step 2.** Complete in entirety, pages three, four and five: Registration Information.
- Step 3.** Review page four for your registration fees and what is included. Note, you must register to purchase the additional ticket if you wish to attend the museum event on Friday evening.
- Step 4.** If you wish to register a spouse or guest for the full conference/educational programming, please purchase an inclusive registration on a separate form. Otherwise, you may purchase a la carte guest/spouse tickets for select programs on your registration (page five of this form).
- Step 5.** At the bottom of page five, total up your conference fees. Provide payment via credit card or check and return the registration form with payment as directed.

IMPORTANT DATES TO REMEMBER

Registration Deadlines		Cancellation Deadlines	
March 15, 2019	Early Bird Rates expire, last date for postmark or email.	April 5, 2019	Last date to cancel and receive partial refund. Refund will include entire registration costs, minus a service fee of \$100.
April 2, 2019	Last date to book room reservations at the discounted group rates.	April 19, 2019	Last date to cancel and receive a refund of registration, minus meal costs and a service fee of \$100.
April 26, 2019	Pre-registrations no longer accepted. After this date, registrations will only be accepted onsite at the onsite rate; availability of your preferred selections cannot be guaranteed for onsite registrations.		

REGISTRATION, ADMISSION & CANCELLATION POLICY

Conference Registration

Members of ACPE are encouraged to register online at www.acpe.edu. Non-members may register using a printed copy of this form. Please return the completed form and payment information in a PDF to tiffany@acpe.edu or mail it to One West Court Square, Suite 325, Decatur, GA 30030. Payment must be made at time of registration – no forms will be accepted/entered without payment, no exceptions. Registrations cannot be accepted by phone. The last date to pre-register is April 26, 2019. Registrations received after this date will be registered onsite, and access to some sessions cannot be guaranteed for on-site registrations.

Please review the registration options that are available, including the special event not included in the package and the al a carte ticket options which may be purchased as tickets for a guest/spouse. Register early as some workshops and events have limited space; registrations are entered in the order they are received and availability cannot be guaranteed.

Confirmation Notice

All attendees will receive a confirmation notice by mail within two weeks after the registration is received. If you do not receive a confirmation notice, please call the ACPE office at (404) 320-1472. If you do not receive that confirmation, and do not follow up with the ACPE office, we cannot guarantee the early registration rates nor availability of registration/tickets to your preferred selections.

Admission

Only registered individuals having a name badge may attend educational sessions. Those purchasing only al a carte tickets will not be eligible to participate in the educational programs. For the special event on Friday, a purchased ticket will be required for everyone to enter.

Guests

There are two options available for the guest(s) of a paid registrant: an inclusive registration may be purchased for anyone over 18 at guest rate(s), **or** al a carte tickets to special events.

Photo/Digital Image Policy

When you enter an ACPE event or program, you enter an area where photography, audio, and video recording may occur. By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by ACPE and its affiliates and representatives. Images, photos and/or videos may be used to promote similar ACPE events in the future, highlight the event and exhibit the capabilities of ACPE. You release ACPE, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or sound recordings.

By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any use, exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by ACPE or the person or entity designated to do so by ACPE.

Video recording by participants and other attendees during any portion of the conference is not allowed without special prior written permission from ACPE.

Photographs of copyrighted PowerPoint or other slides are for personal use only and are not to be reproduced or distributed. Do not photograph any such images that are labeled as confidential and/or proprietary.

Accessibility Restrictions

ACPE partners with ADA compliant host sites for all events. If you will be lodging at the host hotel, please inform the reservationists when you book your hotel stay. Also, inform ACPE on the registration form or by email to terry@acpe.edu if you have accessibility restrictions impacting your program participation. Upon receiving notification from you, ACPE will make every reasonable effort to ensure your comfort and participation in all programming.

Cancellation

April 5th is the last date for receipt of written attendee cancellations that are eligible to receive a refund of registration (including meal costs) minus a \$100 processing fee. Written attendee cancellations received between this date and the cut-off date of April 19th are eligible to receive a refund of registration fees minus any meal costs and a \$100 processing fee. Cancellations after April 19th are not eligible to receive a refund, however, the courtesy of your notice is appreciated.

It is the responsibility of the registrant to read all of the registration information, policies, and forms thoroughly prior to submitting. ACPE cannot provide refunds in response to errors on the part of the registrant.

ACPE reserves the right to cancel any conference or session, as deemed unavoidable and necessary. In such situation, ACPE will refund to the payee all registration fees it has received on your behalf for the cancelled function. The ACPE will have no further obligation to you or the payee of your attendance, for claims of other direct, indirect, special, or consequential loss or damages of any type.

REGISTRANT INFORMATION					
Last Name	_____	Current ACPE Member	Yes	or	No
First Name	_____	Member # (optional)	_____		
Middle Initial/Name	_____	Preferred Name on Badge	_____		
Email Address	_____	Emergency Contact Name	_____		
Phone Number	_____	Emergency Contact Number	_____		

ATTENDEE ACCESIBILITY RESTRICTIONS	
<p>ACPE partners with ADA compliant sites for our events. Please inform the hotel reservationist when you book your hotel stay of any ADA accommodations you may require. Also, inform ACPE of accessibility restriction(s) that may impact program participation. ACPE will make every reasonable effort to ensure your comfort and participation in all programming.</p>	
Dietary Restrictions: <div> Vegan (Vegetarian) <input type="radio"/> Certified Kosher <input type="radio"/> Gluten Allergy <input type="radio"/> </div>	Other Restrictive Food Allergies or Intolerance*: <input type="radio"/> <div> *Please specify: _____ </div>
To participate in the ACPE Annual Conference, I will need: _____	
To discuss accommodation options, I can best be reached at: _____	

Annual Conference Registration Form

INCLUSIVE REGISTRATION PACKAGE

The 2019 Inclusive Registration INCLUDES:

- all educational sessions, including pre/post workshops;
- Wednesday's **Commencement Ceremony & Opening Celebration Reception**;
- Thursday's **'Canvas' Lunch Buffett & Annual Banquet w/closing party**;
- Friday's **Faith Focused Breakfast Buffet**.

The Inclusive Registration DOES NOT INCLUDE, thus an additional ticket purchase is required for:

- Wednesday's **Boxed Lunch** option & the **Latino CoP Luncheon**;
- Friday's **Night at the Heard Museum**.

It is important to note the timelines and deadlines for pre-registration on page one. If you do not receive a confirmation email from the ACPE office, please contact Tiffany Kindred at tiffany@acpe.edu.

GUEST/SPOUSE REGISTRATION or TICKET OPTIONS

For your guest/spouse, you have two options: If you wish to register a spouse or guest for the full conference/educational programming, please purchase an inclusive registration on a separate form at reduced rates. Otherwise, you may purchase a la carte guest/spouse tickets for select programs at the end of your registration (page five of this form).

DAY RATE STUDENT PASS

A Day Rate Student Pass will be available only on-site for currently enrolled students in an ACPE CPE program or seminary.

SECTION A. INCLUSIVE REGISTRATIONS

SECTION A. SUBTOTAL

\$ _____

		Early Bird Ends March 15, 2019	Regular Ends April 26, 2019	On-Site
ACPE Certified Educator		\$ 530.00	\$ 605.00	\$ 730.00
ACPE Associate Educator		\$ 530.00	\$ 605.00	\$ 730.00
Strategic Partner Member	APC ___ CASC ___ NACC ___ NAJC ___	\$ 530.00	\$ 605.00	\$ 730.00
ACPE CPE Educator Candidate		\$ 430.00	\$ 505.00	\$ 630.00
ACPE Retired Educator/Retired Member		\$ 430.00	\$ 505.00	\$ 630.00
ACPE Spiritual Care Professional		\$ 430.00	\$ 505.00	\$ 630.00
Religious Endorsing Body or Seminary Representatives		\$ 430.00	\$ 505.00	\$ 630.00
ACPE CPE Student or Seminary Student <i>(currently enrolled)</i>		\$ 380.00	\$ 455.00	\$ 580.00
Other Care Professionals, Non-Members		\$ 620.00	\$ 695.00	\$ 820.00
Participating Guest/Spouse		\$ 380.00	\$ 455.00	\$ 580.00

Below, PLEASE mark any of these session(s) you plan to attend:

WEDNESDAY

___ 10:30am	W1	New Accreditation Process Overview	___ 10:30am	W2	Building Your Center's Accreditation Portfolio
___ 11:00am	CoP1	Veterans Affairs CoP Annual Meeting	___ 11:30am	W3	Research for Beginners
___ 1:00pm	W4	New Accreditation Process Overview	___ 1:00pm	W5	Building Your Center's Accreditation Portfolio
___ 1:00pm	W6	Reflecting on Year One of CoP's			

THURSDAY

___ 10:30am	CoP2	Consortium for Supv CPE in the Midwest	___ 11:30am	Mtg	Religion Endorsing Body or Seminary Reps Gathering
___ 10:30am	CoP3	Community Based CPE			
___ 10:30am	CoP4	Behavioral Health			
___ 10:30am	CoP5	REM Community	___ 3:00pm	T1	CPE in Context: The Changing Landscape of Chaplaincy
___ 10:30am	CoP6	Arts in Spiritual Care & CPE	___ 3:00pm	T2	Spiritual Health & the "Psychedelic Renaissance"
___ 10:30am	CoP7	LGBTQ Peer Support	___ 3:00pm	T3	SAFE-ing Black Patients: Training Chaplain Interns to Utilize the SAFER-R Model
___ 12:00pm	CoP 8	Somatic Experiencing	___ 3:00pm	T4	CPE Learning in a Correctional Context
___ 12:00pm	CoP 9	Mid-Atlantic Seminar on CPE Supervision	___ 3:00pm	T5	Use of Contemplative Practice in CPE Supervisions
___ 12:00pm	CoP 10	Theological Reflection	___ 3:00pm	T6	Innovative Grants at Work
___ 12:00pm	CoP 11	Latino Community			

FRIDAY

___ 7:00am	FG1	Alliance of Baptist	___ 7:00am	FG11	Southern Baptist
___ 7:00am	FG2	American Baptist Churches USA	___ 7:00am	FG12	United Church of Christ
___ 7:00am	FG3	Baptist General Convention of Texas	___ 7:00am	FG13	United Methodist (all traditions welcome)
___ 7:00am	FG4	Christian Church (Disciples of Christ)	___ 7:00am	FG14	Catholic, Roman Catholic
___ 7:00am	FG5	Cooperative Baptist Fellowship	___ 7:00am	FG15	Episcopal
___ 7:00am	FG6	Lutheran (LCMS, ELCA)	___ 7:00am	FG16	Unitarian Universalist
___ 7:00am	FG7	Pentecostal/Charismatic/Assemblies of God	___ 7:00am	FG17	Federation of Christian Ministries
___ 7:00am	FG8	Presbyterian USA	___ 7:00am	FG18	Jewish
___ 7:00am	FG9	Reformed Church in America/Christian Reform	___ 7:00am	FG19	Other _____
___ 7:00am	FG10	Seventh-Day Adventist Chaplaincy Ministries			

SECTION B. REGISTRANT'S A LA CARTE TICKETS

SECTION B.
SUBTOTAL

\$ _____

TICKET PRICE				
Wednesday, May 8				
9:00am	Latin@ CoP Mtg & Luncheon	\$	20.00	X _____ (number of tickets) = \$ _____
11:30am	Boxed Lunch	\$	30.00	X _____ (number of tickets) = \$ _____
Friday, May 10				
7:00pm	Night at the Heard Museum <i>(includes transportation beginning at 4pm to Old Towne Scottsdale for dinner-on-own; to the Museum from Old Towne or the resort; and, return from the Museum to the hotel.)</i>	\$	40.00	X _____ (number of tickets) = \$ _____

SECTION C. A LA CARTE TICKETS FOR GUEST/SPOUSE

SECTION C.
SUBTOTAL

\$ _____

TICKET PRICE				
Wednesday, May 8				
9:00am	Latin@ CoP Mtg & Luncheon	\$	20.00	X _____ (number of tickets) = \$ _____
11:30am	Boxed Lunch	\$	30.00	X _____ (number of tickets) = \$ _____
7:30pm	Opening Celebration Reception Ticket	\$	25.00	X _____ (number of tickets) = \$ _____
Thursday, May 9				
11:30am	"Canvas of Knowledge" Lunch Buffet	\$	40.00	X _____ (number of tickets) = \$ _____
5:15pm	Reception/Annual Banquet	\$	75.00	X _____ (number of tickets) = \$ _____
Friday, May 10				
7:00am	Faith Focused Breakfast Buffet	\$	30.00	X _____ (number of tickets) = \$ _____
7:00pm	Night at the Heard Museum <i>(includes transportation beginning at 4pm to Old Towne Scottsdale for dinner-on-own; to the Museum from Old Towne or the resort; and, return from the Museum to the hotel.)</i>	\$	40.00	X _____ (number of tickets) = \$ _____

REGISTRATION
TOTAL DUE

\$ _____

PAYMENT MUST BE INCLUDED AT TIME OF REGISTRATION!

PAY BY CHECK: Make checks payable to ACPE Annual Conference.

Personal Check _____ Corporate Check _____

Check # _____

PAY BY CREDIT CARD: ☐ MasterCard ☐ Visa ☐ Amex ☐ Discover

_____/_____/_____
Card Number

____/____/_____
Expiration Date

Billing Zip Code