

Dear Community Partners,

Thank you for your continued participation in our continuing education programs and for your commitment to lifelong learning and professional development.

This letter serves as formal notification of an update to our continuing education registration policy.

Effective August 1, 2026, a registration fee will be implemented for all continuing education (CEU) programs. The registration fee will be **\$10.00 per continuing education credit**.

This fee will support the continued delivery and sustainability of our educational programming by helping to offset costs associated with program administration, speaker coordination, continuing education processing, and the development of future learning opportunities.

Registration and Payment Procedures

To reserve your space, registration must be submitted with payment. Registrations received without payment will not be processed or confirmed.

Payment Options

Mail Payment

COAAA
Attn: Melanie Massey
3776 S. High Street
Columbus, OH 43207

Electronic Payment

Payments may also be made electronically through our website by scanning the QR code provided with the workshop registration materials. Please note that a **3% credit card processing fee** will be applied to all electronic payments.

Important Notice

Your registration is not considered complete and your seat is not guaranteed until full payment has been received.

We remain committed to providing high-quality, relevant, and impactful continuing education opportunities that support professional growth and excellence in practice. We appreciate your understanding and continued support as we implement this change to ensure the long-term sustainability of our educational offerings.

If you have any questions regarding this policy update, please contact me at **614-645-3885** or tgaines@coaaa.org.

Thank you for your continued partnership and participation in our continuing education programs.

Sincerely,

Tameko Gaines, CNP, MSHS, MBA
Assistant Director Community Engagement & Workplace Wellbeing