Key Personnel Academy Payment Information

If you are still interested in attending the inaugural offering of the CoARC Key Personnel Academy (KPA), it is not too late.

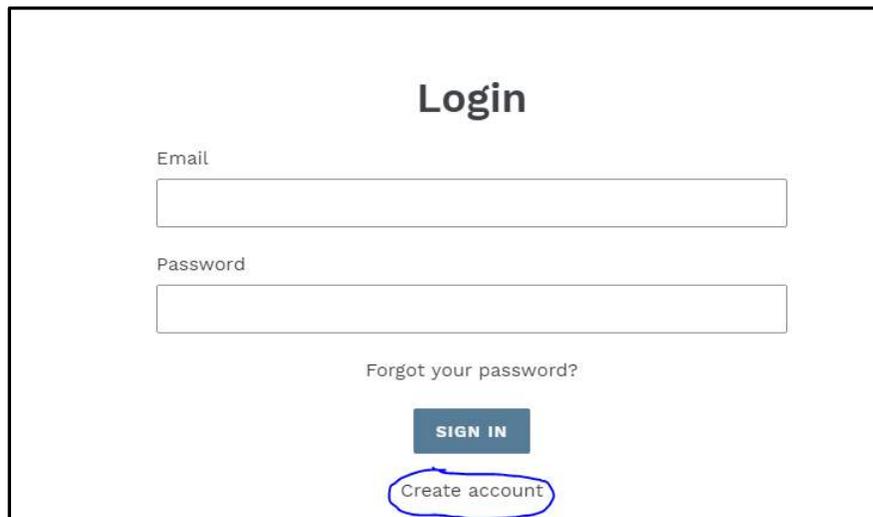You can register for the course using the following link: https://forms.gle/pR1bKG2X5ySmyanJ6.

Once you have registered, please contact Dr. Shane Keene via email shane@coarc.com so he can send you an invoice. The invoice can be paid by two methods:

1. **Check**
    a. Please make your check payable to- the Commission on Accreditation for Respiratory Care.
    b. Mail your check to the following address:
        > Commission on Accreditation for Respiratory Care
        > 264 Precision Blvd.
        > Telford, TN 37690
2. **Credit Card**
    a. Please go the following link: https://commission-on-accreditation-for-respiratory-care-coarc.myshopify.com/
    b. You will then select the category –Key Personnel Academy Fee and add it to your chart or select buy it now (a 3% convenience fee is charged by Shopify and is added to the total).
    c. In order to check out, an account must be created by simply providing: your name, e-mail, and a password of your preference. You can do so by clicking the create account icon as shown below.

(In the process of creating an account, make sure to check, I'm not a robot)

    d. You will be then asked to provide your billing address then you will continue to the payment portion.

e. Your credit card will then need to be provided then the pay now button will need to be selected.

f. An e-mail confirming your order will then go to the e-mail that was provided. Make sure to check your junk mail.
g. If you have any questions or concerns during this process, please contact Tammy Alsup (tammy@coarc.com).