Southwest Center for Occupational and Environmental Health
Course and Event Registration Information

Thank you for your interest in registering for a continuing education course or event! This is generally a fast and easy process and we thank you in advance for taking the time to pre-register for your chosen activity.

Pre-registration for all courses and events is necessary to guarantee your space in the desired event, as space is limited. Pre-registration allows the Southwest Center for Occupational and Environmental Health (SWCOEH) Continuing Education (CE) Program to properly plan, facilitate communication and have course materials ready for you at the course check-in.

The SWCOEH Continuing Education Program is pleased to announce the launch of our new online registration system, powered by ABC Signup, with secure payment processing through the NIC State of Texas payment system. This online system allows you to purchase multiple event registrations at one time using the event cart. Enjoy 24-hour access to your continuing education financial history and access to your certificates of attendance for courses and events attended. Create your account for FREE; please contact us at 713-500-9447 if you need assistance with setting it up.

Online Registration

Click the Course Schedule button on the SWCOEH CE Continuing Education website to access the list of current courses and events. Click an event title to select it; you will be directed to a page with event information. If this is the event you would like to attend, click "Register Now" under the Registration Information section of the event page. You will be directed to a registration cart log-in page.

Note: If you are an event or agenda producer, event speaker or designated team member, you will still be required to register online for the purpose of attendance accounting and communication. Please check the appropriate box on the registration form or enter Discount Code if applicable.

If this is your first online registration in 2017, you will need to create a new account:

• Select “Click Here to Create a New Account.”
• Complete the questions on the information page.

  Note: If you have received a Discount Code please enter code in designated field. If you have another special affiliation with this event (agenda producers, event speakers, etc.) please check the box that applies to you if applicable.

• Click “Submit Registration.”

• Review cart contents on the next page. Register staff or associates for the same course by clicking “Register Another Individual for the Same Event” or hit “Click Here to See a List of Events” to register for additional courses.

• Complete the registration by choosing “Click Here to Checkout Now;” the system will direct you to the payment gateway for NIC. Choose payment option.
Note: If you are paying by check, please present check on day of event at sign-in and make check payable to Southwest Center for Occupational and Environmental Health or SWCOEH.

- Once you have completed the financial information for your registration, you will receive two emails: your course confirmation and the payment statement.

If have already created your account for 2017, your User ID is your email address:

- Enter your email address in the User ID section and your password (the same one you entered when creating the account).
- Hit “Click Here to Log-in.”
- Review and update contact information; Note: If you have received a Discount Code please enter code in designated field. If you have another special affiliation with this event (agenda producers, event speakers, ect.) please check the box that applies to you if applicable.
- Click “Submit Registration.”
- Review cart contents on the next page. Register staff or associates for the same course by clicking “Register Another Individual for the Same Event.” Choose “Click Here to See a List of Events” to register for additional courses.
- Complete the registration by choosing “Click Here to Checkout Now;” the system will direct you to the payment gateway with NIC. Choose payment option.
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- Once you have completed the financial information for your registration, you will receive two emails: your course confirmation, and the payment statement.

Problems Registering For a Course? Contact us at SWCOEH.CE@uth.tmc.edu or 713-500-9447