2022 OSAP Dental Infection Control Boot Camp™ Federal Employee/Military Personnel Registration Procedures – On-Demand Participation

This document outlines the proper procedures for processing the On-Demand registration option.

Federal employees/military personnel can register at a flat rate of $425.00. This pricing is available to all active duty/ranking officers and civilians employed by one of the following agencies: U.S. Air Force, U.S. Army, Canadian Armed Forces, U.S. Coast Guard, Indian Health Service, U.S. Marine Corps, U.S. Navy, U.S. Public Health Service, or the VA.

1. Go to https://osap.memberclicks.net/2022-boot-camp-registration. If you already have an account, type in your login credentials, and click Login. If you don’t have an account, type in your email address, and click Register.

2. You will be directed to the next page. Click on Register Yourself.
3. Type in your name. You will register as a **Participant**. Choose **On-Demand** and continue with the application process.
4. You will be asked whether you are currently serving in the military and/or working for the federal government. Click **Yes** and then choose your branch of the military/federal service and your rank. For the registration fee, choose **On-Demand Only - $425.00**.

5. Choose whether you would like to receive one (1) complimentary copy of the *OSHA & CDC Guidelines: OSAP Interact Training System – 6th Edition* workbook. On-demand only participants who opt-into receiving a copy of the workbook **must pay for the shipping cost ($10 US Mail/$40 International Shipping)**. Per the [OSAP Store Policy](#), all shipping fees are non-refundable.

- If you choose **Yes**, choose your shipping fee ($10 US Mail or $40 International), and complete the information for the shipping label. Click **Next**.
- If you choose **No**, you will not be charged for a shipping fee. Just click **Next**.

6. Answer the demographic questions and click **Next**.

**Additional Information**

**Demographics**

**Professional Role(s) (select all that apply - hold Ctrl/Command to select multiple)**
- Administrator
- Association/Non-Profit Management
- Compliance Officer/Manager
- Consultant/Lecturer
- Customer Service Department
- Dental Assistant

**Work Setting(s) (select all that apply - hold Ctrl/Command to select multiple)**
- Association/Non-Profit
- Community Health Center (CHC)
- Compliance Risk Management Company
- Corporate Dental Office/Dental Support Organization (DSO)
- Dental Clinic/Practice
- Dental Trade/Distributor

**Level of Expertise in Dental Infection Prevention & Safety**
- Make a selection

**Age Range**
- Make a selection
7. Complete the CE information and click **Next**.

8. You must acknowledge that you have read and agree to the following Boot Camp policies:

   - Event Liability Disclaimer and Release
   - Product Agreement
   - Code of Conduct
   - Privacy Policy

Click **Next** to continue.
9. You will be brought to the Summary page. **This does not mean that the registration is complete.** Scroll down to verify that all information you provided in the form is correct, and then click **Next** to continue the registration process.

10. This is the payment section. You have two options: **Pay Now** or **Invoice Me**.

   - If you choose **Pay Now**, fill in the appropriate card information (OSAP accepts Visa, MasterCard, American Express, and Discover) and click the grey **Submit Payment** button at the bottom of the page.
- If you choose **Invoice Me**, type in the email address where we should send the invoice. Then click the grey **Pay Later** button.
11. You will be brought to the registration confirmation page. Click on the Finish button.

12. You will receive two (2) emails from office@osap.org: one is your registration confirmation, and the other is your invoice. If you do not receive these right away, check your junk/spam folder. If the emails are not there, please contact us at office@osap.org for further assistance.

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**PAYMENT PROCESSING PROCEDURES**

The following procedures are for making payment after an invoice has already been created.

- Make payment online by clicking on the link provided in your invoice email. If you need the link resent to you, please contact us at office@osap.org for further assistance. **If your employer is making payment for you, forward this email to the appropriate person/department.**

- If you need to process payment over the phone, please contact the OSAP Office at +1 (410) 571-0003. Our office hours are Monday – Friday, 8:00 AM – 4:30 PM Eastern.

- If processing payment via check, please remit payment to the following address:

  OSAP  
  One Glenlake Parkway, NE  
  Suite 1200  
  Atlanta, GA 30328

- If processing payment via purchase order, submit via email to office@osap.org after the participant registers online.

If you have any questions regarding whether to process payment via government travel card or if the command center/employer will process the payment on your behalf, please direct those questions to your command center/employer directly. OSAP is unable to assist with these requests.

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**REGISTRATION AND PAYMENT DEADLINES**

Any invoices for the 2022 OSAP Dental Infection Control Boot Camp™ must be paid by **Monday, January 17, 2022**. Any registrations processed after Monday, January 17, must be paid in full immediately upon registration.*

*If processing payment via purchase order, please contact OSAP directly at office@osap.org or +1 (410) 571-0003.
Frequently Asked Questions

Q: When will the course take place?
A: Our On-Demand Only registration option includes access to 22+ hours of on-demand recordings for 60 days (Monday, February 14 - Friday, April 15). On-Demand participants will be able to claim CE for these sessions.

Q: How do I register?
A: To register, please complete the registration form here: [2022 OSAP Dental Infection Control Boot Camp Registration](https://osap.memberclicks.net/2022-boot-camp-registration).

Q: What is the registration deadline?
A: Since we'll be offering the On-Demand Only option, registration will be open through Friday, April 1.

Q: Do federal employees/military personnel receive a discount on registration?
A: Yes! Federal employees/military personnel can register at a flat rate of $425.00. This pricing is available to all active duty/ranking officers and civilians employed by one of the following agencies: U.S. Air Force, U.S. Army, Canadian Armed Forces, U.S. Coast Guard, Indian Health Service, U.S. Marine Corps, U.S. Navy, U.S. Public Health Service, or the VA.

Q: I am a civilian who works for a branch of the military and/or the federal service. Do I also receive the military/federal service discount?
A: Yes!

Q: There are multiple people from my company/employer who will be attending Boot Camp. Do we receive an additional discount for bringing multiple people?
A: We are not offering an additional discount for multiple participants. However, federal employees/military personnel can register at a flat rate of $425.00.

Q: Does OSAP reserve seats ahead of time for federal employees/military personnel?
A: No. The only way to guarantee your seat is to register online as early as possible. By registering online, you have the option to make payment online immediately via credit card or to create an invoice for later payment.

Q: I want to make payment on behalf of an attendee(s). How do I do that?
A: To make payment, please contact the OSAP Office at +1 (410) 571-0003. Our office hours are Monday – Friday, 8:00 AM – 4:30 PM Eastern. Please provide us with the first and last name of the participant as well as the invoice number. If the participant is not found in our system, they will need to register online at [https://osap.memberclicks.net/2022-boot-camp-registration](https://osap.memberclicks.net/2022-boot-camp-registration) before any payment can be processed.

Q: Am I able to register multiple people at the same time?
A: No. Because every in-person participant must self-attest to their vaccination status, all participants must register separately. OSAP is unable to accommodate any exceptions to this.

Q: Am I able to complete the registration form on behalf of a participant?
A: We strongly suggest that all participants register themselves. To ensure that registration forms are as accurate as possible, we also strongly suggest that participants register themselves and then submit an invoice to an employer if needed.

Q: Do I make payment with my government travel card, or is my command center/employer taking care of the payment?
A: Please direct this question to your command center/employer directly. OSAP is unable to assist with this request.

Q: How do I pay for my registration?
A: Once registration opens, you will have two (2) payment options:

1. Pay immediately via credit card (OSAP accepts Visa, MasterCard, American Express, and Discover)
2. Create an invoice to be paid no later than Monday, January 17
Q: I need a copy of my invoice. How do I get one?
A: After completing the registration process, you will receive a copy of your invoice via email from office@osap.org. You can forward this email to an appropriate person/department within your company/employer for payment processing.

Q: If I choose to create an invoice, will OSAP mail me and/or my employer a copy?
A: No. After completing the registration process, you will receive a copy of your invoice via email from office@osap.org. You can forward this email to an appropriate person/department within your company/employer for payment processing.

Q: If I created an invoice or purchase order, how do I make my payment?
A: The following procedures are for making payment after an invoice has already been created.

- Make payment online by clicking on the link in your invoice email. If you need the link resent to you, please contact us at office@osap.org.

- If payment needs to be made over the phone, please contact the OSAP Office at +1 (410) 571-0003. Our office hours are Monday – Friday, 8:00 AM – 4:30 PM Eastern.

- If processing payment via check, please remit payment to the following address:
  OSAP
  One Glenlake Parkway, NE
  Suite 1200
  Atlanta, GA 30328

- If processing payment via purchase order, submit via email to office@osap.org after the participant registers online.

Q: Will I be charged any taxes for my registration?
A: No. Click here to view the registration rates.

Q: What is the deadline to make payment?
A: Any invoices for In-Person Plus must be paid by Monday, January 17. Any invoices created after this date must be paid in full immediately. Please note that OSAP must receive payment in full prior to the event. If payment is not received, you may not be allowed to participate.

Q: What if my company must make the payment directly?
A: After completing the registration process, you will receive a copy of your invoice via email from office@osap.org. You can forward this email to an appropriate person/department within your company/employer for payment processing.

Q: Does OSAP accept purchase orders?
A: Yes! After a participant has registered, submit a purchase order to office@osap.org.

Q: I registered, but I am no longer able to attend. Am I eligible for a refund?
A: All In-Person Plus participants receive access to recordings of all sessions on Monday, February 14. If you are unable to attend in person, you still have an alternative option for participating.

However, for those participating in On-Demand Only or whose schedule will no longer allow them to attend in-person and/or on-demand, all registration cancellations and refund requests must be made in writing to office@osap.org by Wednesday, January 5. An 80% refund of course fees will be given for cancellations received by Wednesday, December 1. A 50% refund of course fees will be given for cancellations received between Thursday, December 2, and Wednesday, January 5. No refunds will be granted for requests sent after Wednesday, January 5. OSAP regrets that refunds will not be given for no-shows.

All requests for exceptions to the cancellation/refund policy must be submitted in writing by the registrant with appropriate documentation no later than Wednesday, January 5. After that time, no refund considerations will be made.
Q: I am no longer able to attend, but one of my colleagues will be taking my place. How do we switch the names on the registration?
A: We are unable to honor registration switches and/or transfers. The new participant will need to register themselves online. The original participant will need to contact us at office@osap.org or +1 (410) 571-0003 to cancel the original registration.

If you have any additional questions related to the registration process, please contact Senior Association Coordinator Emily Robinson at erobinson@osap.org or +1 (404) 789-3161.