



Health Care Education Association

Connecting Patient, Staff & Community Educators, Worldwide

2424 American Lane, Madison, WI 53704 • Phone: (608) 441-1054

Fax: (608) 443-2474 • Website: www.hcea-info.org

HCEA Job Posting Order Form

Heading

The job posting should begin with the job title as the heading.

Format

Jobs postings should be attached to an email message as a Microsoft Word (.doc) or standard text (.txt) document or submitted within the body of the email message. All job postings are in text format only; graphic images cannot accompany job postings.

Term

Each job posting is automatically removed 90 days from date of posting unless we receive an email message or faxed letter requesting us to extend it. Please notify us as soon as the position has been filled so that we can remove it from the Website. All communications regarding job postings or changes to job postings must be in writing, by email.

Price

The price of a job posting is \$100, for 90 days.

Contact Us

To take advantage of this service, please send your job posting to the HCEA office at HCEAdmin@hcea-info.org or call us for more information at 608-441-1054 Ext. 155.

Contact Information

Name of Contact: _____ Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Payment Information

Please note that payment must be received and processed before the job will be posted. Please allow 2-3 business days once payment has been processed for the job to be posted on the HCEA website.

Credit Card: ___ Visa ___ MasterCard

Account # _____ EXP: ____/____

Name on Card: _____

Signature: _____

Check Enclosed: Check # _____

Name on Check: _____