

## Recharge Information

### Interdepartmental Recharge Process

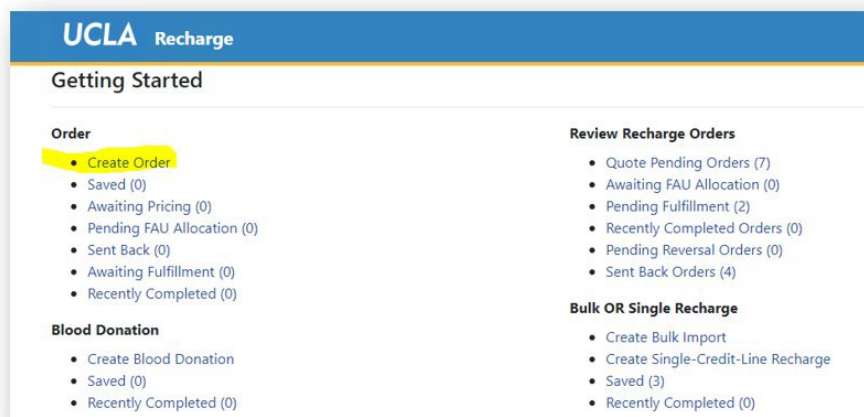
Beginning February 1st, 2023, we have transitioned to the University Recharge Order Request system as the standard method for completing the financial part of your service request.

Please have your finance team submit service requests via the Recharge System in the Online Financial System the recharge amount. If you are an internal Dean's Office subunit, you may use [AskDO Finance](#) to submit on your behalf.

UCLA Recharge Self-Service Portal: <https://fsw.ais.ucla.edu/recharge>

Please provide below information on the recharge submission:

- Service Unit: Select 0001 – SCH MED CONTINUING MEDICAL EDUC
- Fund#: 62050
- Explanation
  - Course Title and Year
  - Course Code (If unknown, please skip)
  - For registration fee recharge: include registrant(s) name, email address(es), and registration type for each registrant (e.g. in-person physician, virtual trainee, etc.).
  - For Accreditation fee: include the fee details as indicated in the MOU.



## Intercampus Recharge Process

Please submit your intercampus recharge request via email to [CCPDFinance@mednet.ucla.edu](mailto:CCPDFinance@mednet.ucla.edu).

For the email subject line, please indicate the course name and course year and Intercampus Recharge request (e.g. Intercampus Recharge Request – Course Name, YYYY).

Please provide below information on the recharge email submission:

- Course Title and Year
- Course Code (If unknown, please skip)
- For registration fee recharge: include registrant(s) name, email address(es), and registration type for each registrant (e.g. in-person physician, virtual trainee, etc.).
- Requesting UC Campus Location (e.g. UCSD, UCI)
- Requesting Department (e.g. Neurology, Ophthalmology)
- Requesting Department FAU (from which funds will be drawn)
- FAU Contact Person Name
- FAU Contact Phone #
- FAU Contact Email

Once request is received, Center for Continuing Professional Development will initiate the intercampus recharge via official recharge system.

## Recharge Process Timeframe

### Interdepartmental Recharge Timeframe

The interdepartmental recharge process may take up to 4 business days to finalize.

Please ensure to submit your initial recharge request at least 4 business days prior to the course start date. Registration will be pending finalization until the recharge process is complete. Once the recharge is done, our team will send the registration receipt to the learner directly.

### Intercampus Recharge Timeframe

The intercampus recharge process may take up to 2 weeks to finalize, depending on processing times within each campus' recharge system. In some cases, it may be completed sooner; however, delays can occur based on the campus coordination and approval steps.

To avoid any registration delays, please submit your initial intercampus recharge request as early as possible—preferably at least four weeks before the course start date. Registration will remain pending until the recharge process is complete. Once finalized, the CCPD will send the registration receipt directly to the learner.

## Resources & Contact Info

Additional support: [Campus Recharge Guide](#)

**-For questions regarding the system:** [Internal Recharge](#)

**-For questions regarding recharge requests and course registration:**

Email: [ccpdfinance@mednet.ucla.edu](mailto:ccpdfinance@mednet.ucla.edu) (Please include "Recharge Inquiry – Course Title (YYYY)" in the subject)

Phone: (310) 794-8774