

# **Video/Online Continuing Education Program**

## **Student Policy and Procedures**

1. Participants must register for each program that will be viewed. Each registration will have required information to identify the participant, a disclaimer notice, a statement acknowledging that all materials are the property of the Association, will be signed by the participant and the original copy delivered to the Association office.
2. Continuing Education Units (CEUs) will be awarded according to the run-time of the video in one-tenth (1/10) hour units and successful completion (a minimum score of 80% is required for successful completion) and return of the program's exam and evaluation form.
3. Participants submitting an exam with a correct response score of less than 80% may re-answer questions one time. The third and subsequent attempts will be charged an additional \$25 per attempt.
4. Payment for the program used must be received before CEUs are awarded except in the case of members in good standing may elect to have the amount charged added to their next month's statement.
5. Program exam and evaluation must be returned within 30 days for CEU credit.
6. CEU credit may be awarded only once during a participant's certification term.
7. CEU credit from this program must be used at the next certification renewal.
8. Fees will be set by the Board of Directors on a per hour or per program basis, DVD or internet basis.

### **Procedure:**

1. The list of programs and registration materials will be available to potential participants.
2. The participant will contact the Association office and provide the completed registration form and arrangement for payment of applicable fees.
3. The Association office will return the video DVD, password or internet address of the program, the exam and evaluation form to the participant.
4. The participant will have 30 days to view the program, successfully complete and return the exam and evaluation to the Association office.
5. The Association office will grade the exam, make the proper bookkeeping entries and return documentation of the CEUs awarded or the test if not successfully completed.