

On-Line Course Policy

All questions pertaining to registration, refunds, school policy, explanation of state licensing law, final exams (if applicable), and completion certificates should be addressed to the school coordinator. The School Coordinator may be reached at 317-816-9436. If students have questions about course content, please contact the course instructor by e-mail at: Mark@educationresource.com

Registration Cancellation Policy

For the 7-Hour USPAP Course there is no refund after the class has started. Contact instructor for more information.

Course Expiration and Review

All course lessons on the computer must be completed within 180 days from the date of enrollment. Access to the computer lessons will expire at midnight on the 180th day after enrollment. You have 90 days to access and review the course content after you have completed the last lesson in a course. (Regardless of when the course is completed within the 180 days from enrollment.)

Course Extension Policy

If you can not complete your course within the 180 days, then you may purchase a 60 day extension. The 60 day extension period begins from the date your course originally expires. You may purchase up to three extensions per course. It is your responsibility to contact your instructor to find out about purchasing an extension. It is recommended that you purchase the extension immediately after the course has expired in order to be able to have the full 60 days of the extension.

Course Examinations & Prerequisites

There is no final exam or prerequisites for the 7-Hour USPAP Course.

Requirements for Completing the Course

Please refer to the directions on your course home page for specific instructions regarding the completion of your course and the "Introduction" lesson located at the beginning of each course. To complete the course and receive your Completion Certificate, you must successfully complete the following requirements:

- Complete ALL instructional lessons in the course by answering each question correctly at least twice. The questions are timed and need to be answered within the prescribed time for credit.
- Return a signed and dated Student Affidavit to Career WebSchool when the course is complete. The Student Affidavit is a signed document from you certifying that you have personally completed each assigned lesson of instruction. This student affidavit must be returned to the school before you can receive credit for a distance learning course. (A "Student Affidavit" link will appear on your course home page upon completion of the course. Click on that link to obtain a copy of the Student Affidavit.)

- CD-ROM Students: You MUST upload your course work upon completion of all course lessons. (Directions on how to upload your course are available on your course home page.) If you do not have the ability to establish an internet connection, you must save your course work to a diskette and return that diskette so that the school administrator can check it for course completion. (Online courses will be automatically marked as complete when you finish the last lesson.) Please note: It is highly recommended that you upload your course work every time you exit your course, as this will save any work that may be lost if you experience computer problems.

Completion Certificates

Upon completion of course, you will receive a Completion Certificate within two weeks. In the event the certificate is lost, a duplicate may be obtained by calling 888-624-4662 and requesting a copy. An administrative fee of \$5.00 will be charged for the duplicate.

Student Behavior/Disciplinary Policies

When taking our educational courses, you are expected to comply with all policies as stated above. If you fail to adhere to these policies, it may invalidate your eligibility for course credit. (These situations will be handled on a case by case basis.)

Non-Discrimination

The school will not discriminate on the basis of race, color, sex, religion, national origin, handicap, or familial status in the establishment of fees, entrance qualifications or standards for successful completion in any course.

System Requirements

In order to take this distance education course your computer must meet the following system requirements:

- IBM PC Compatible Computer (minimum 350 MHz processor with 64 MB RAM)
- SVGA (800x600) video card, driver, and monitor
- Microsoft Windows 98/ME/2000*/XP*
- Adobe Acrobat Reader 5.0 or greater (free download available with course)
- Internet connection (minimum 56Kbps required, although we highly recommend a high speed connection such as DSL, cable or TI)
- Microsoft Internet Explorer version 5.5 or greater (free download available with course)
- Printer (for course documentation and Student Affidavit)
- Flash Player plug-in (free download available with course)
- Working Sound Card
- Speakers or Headphones
-

CD-ROM Version Only:

- CD-ROM drive (CD-ROM version only)
- 5 MB available hard drive space to install program and at least 7 MB available hard drive space per hour of course work (CD-ROM version only) For example: If you have purchased a 3 hour course and a 6 hour course, then you would need an average of 68 MB of available hard drive space (9 hours x 7 MB = 63MB plus 5MB to install)

** In order to install and use the CD-ROM courses (if available) on Windows 2000 or Windows XP, the User must belong to the Administrators or Power User Groups*