

**Meridian Learning Solutions, LLC
Online Teacher Training Program
Information and Policies**

Minimal Technical Requirements for Courses:

- High Speed Internet Access
- E-mail address
- Printing capabilities
- Java® installed: See the following link to access:
<http://www.java.com/en/>
- Free Adobe Acrobat Reader®: See the following link to access:
<http://www.adobe.com/products/reader/?promoid=DJDXD>
- Free Adobe Flash Player®: See the following link to access: <http://get.adobe.com/flashplayer/>

Registration for Courses:

Log in information will be e-mailed to the e-mail address on file for each paid participant for each course within 24 hours of the start date of the course. If your e-mail address has changed since registration, provide notification to admin@meridianlearningsolutions.com.

Privacy Notice:

Meridian Learning Solutions, LLC will not release your contact information to any outside party. Your first name will be listed in the course in your participant profile and can be viewed by

other participants in the course. If you change the remainder of the profile to be viewable, your profile will be viewable by other participants in the course.

Course Readings:

The readings for the courses are provided in the online lessons within each course.

Participation:

Each course will be open on the start date of the course. There are no specific times required to be online. You will be able to access the course and learning materials at any time that is best for you. However, all assignments should be submitted by the due date posted on your course syllabus. Your learning experience as well as the learning experience of others in each course will be enhanced if you submit your assignments by the due date. The collaboration on the discussion boards will contribute to your learning experience and the learning experience of other students and requires timely participation. There will be required discussion boards as well as discussion boards for posting questions to the instructor. Each course will also have a general discussion board where participants can discuss various topics related to the course.

Grading:

You must have an average of at least 80% AND complete all assignments by the closing date of each course to pass the

course and receive your certificate of completion for each course.

Assignment Due Dates:

Each week of the course starts on Monday and ends on Sunday at 11:59 pm. You can submit your assignments anytime during the week. Each course will have a 1 week grace period at the end. The course will close at the end of the grace period. You will only receive a certificate of completion if you have completed ALL course assignments and have a course average of at least 80%. Students not completing ALL the course assignments and who do not have an average of at least 80% by closing day of the course will be required to pay the entire course enrollment fee and retake the course if they wish to complete the course. The course due dates will be posted on the course syllabus.

Netiquette:

Here are the guidelines for communicating in an online course:

1. Use polite and respectful communication.
2. Use correct grammar and spelling.
3. Do not use profanity or slang.

Course Cancellation:

Meridian Learning Solutions, LLC reserves the right to cancel the course up to five days before the start date. If Meridian

Learning Solutions, LLC cancels the course, participants will be given the option of a full refund.

Course Withdrawal and Refunds:

Prior to course start date:

- If you need to cancel your enrollment prior to the course start date and wish to reschedule your enrollment, you may reschedule within one year of your initial course start date without penalty. If you do not enroll in the course within a year, you will not receive a refund and will lose the cost of your course.
- If you need to cancel your enrollment prior to the course start date and wish to receive a refund, you will receive a refund minus a \$50.00 processing fee.

Administrative Withdrawal:

- You are expected to log into the course within three days of the start of the course. If you do not log into the course within three days of the start of the course, you will be administratively withdrawn.
- If you wish to reschedule your enrollment after administrative withdrawal, you may reschedule within one year of the initial course start date without penalty. If you do not enroll in the course within a year, you will not receive a refund and will lose the cost of your course.
- If you wish to receive a refund after administrative withdrawal, you will receive a refund minus a \$50.00 processing fee.

- If you have been administratively withdrawn from the same course twice, you will not receive a refund and will have to pay the entire course enrollment fee to take the course.

If you have logged into the course:

- If you have logged into the course and wish to reschedule your enrollment, you must notify your instructor by e-mail within 3 days of course start date. If the instructor is notified within 3 days of the course start date, you may reschedule within one year of your initial course start date without penalty. After 3 days from the course start date, no rescheduling will be allowed or refunds will be given. Students not completing the course will be required to pay the entire course enrollment fee to retake the course.
- If you have logged into the course and wish to withdraw from the course and receive a refund, you must notify your instructor by e-mail within 3 days of course start date. If the instructor is notified within 3 days of the course start date, you will receive a refund minus a \$75.00 processing fee. After 3 days from the course start date, no refunds will be given. Students not completing the course will be required to pay the entire course enrollment fee and retake the course.

Copyright Notice:

All materials used in this course are the property of Meridian Learning Solutions, LLC. Course materials may be printed by the officially enrolled participant for his/her personal, non-

commercial use only. Duplication, reproduction, or distribution of course materials by any means is prohibited.

Disclaimer:

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Certificate of Completion:

A certificate of completion will be e-mailed to the e-mail address on file from your course registration within 1 week of the last day of the grace period for the course. You will only receive a certificate of completion if you have completed ALL course assignments and have a course average of at least 80%. You are also required to complete the course evaluation. If your e-mail address has changed, please notify your instructor immediately. Participants who complete all three courses will receive a Certificate of Completion for the Online Teacher Training Program.

Special Note: The information provided in this document is subject to change so be sure to access the latest document prior to registering for a course.