



Saco River Education

Policies and Procedures of Inservices

Student Attendance: Each student will independently access the website with their personal ID, which will be tracked to monitor attendance.

Student Learning Expectations: Each student is expected to complete the entire selected inservice, specifically viewing the virtual classroom and any accompanying handouts, and successfully passing the quiz for the accessed module.

Partial Completion: If a student does not complete the allocated amount of inservicing, Saco River Education will issue certificates of class completion on a quarterly basis.

Educational Materials: The online modules will be the primary texts. In addition to these, there may be some additional handouts accessible through the individual classes.

Testing: Students will take a quiz at the end of each class to receive credit. Quizzes can be taken up to three times until a passing score of 80 is achieved. We will also allow the student to access the inservice up to three times in order to review the material and attempt to achieve a passing grade on the quiz. Only when the student has successfully passed the quiz and paid for the inservice hours will the inservice be complete and a certificate will be sent to either the student or employer, as predetermined in the contract. Saco River Education will track all grades and inservice repetitions, and insure that all information will be kept current. Report cards will be generated on an annual basis or by request and mailed to the student at the address on file. Students are responsible for updating their appropriate address in their file.

Make-Up: Due to the flexible nature of the classes, formal make-up periods will not be necessary.

Levels of Inservice Subscription

Payment Policies: Payment is due upon registration. Report cards will not be generated for those who have not completed payment. Once a deposit is made, registration forms must be filled out and an ID will be issued. The ID will only be valid for the time period and quantity of hours subscribed for, at which point it will expire.

Level I: Individual

Cost: \$120.00/Year

Provides: Registration and on-line access to 12 credit hours. See above for report card issuance.

Level II: Agency Subscription

Cost: \$100.00/Person/Year

Provides: Registration to all employees, IDs issued to each student and 12 credit hours of inservicing available to each student. Saco River Education will issue **Report** cards as outlined above to the student as well as **Quarterly Completion Reports** to the employer. If the employer wishes to switch participating employees within the contract period, a set-up fee of \$10.00 will be charged. Quarterly payment plans are available to agencies.

If an employer wishes to register employees for fewer than 12 hours a year, additional charges per inservice hour per employee will be added.



Student Enrollment Contract for On-Line Inservicing Classes

Our Inservicing Site is used as a tool to provide quality continued education to all within the Health Care field.

Tuition: \$120.00 for 12 credit hours of inservicing.

Instructors: Joyce S. Segee: RN/ MSN, and Elizabeth S. Sjulander: RN/BSN

Start of Student Contract Date: _____

Expected Contract Completion Date: _____

Refund Policy: A full refund of payment will be provided to students/facilities who submit a written request within three business days after signing the contract or within two weeks prior to the account's activation date, provided authorization to the site has not been given.

Cancellations after the account's activation will be subject to a \$50.00 administrative fee. If a facility wishes to replace an individual, a \$10.00 set-up fee will be charged. No refunds will be honored past six months of registration date.

Payment Expectations: Tuition is due upon registration. Acceptable payment methods are cash, checks, money order, Visa, Mastercard and Discover. Please make checks payable to **Saco River Education**. Please indicate method of payment on the Payment Information page (page 4 of the registration packet). Only full payments are allowed by Credit Card; payments cannot be broken up. Access of the website will not be granted until the full tuition has been received, unless prior payment arrangements have been established and approved with Saco River Education. A registration confirmation and all materials necessary to access the virtual classroom will be sent as soon as Saco River Education receives all completed forms and payment.

Complaints: All concerns and complaints pertaining to the Inservicing program should be directed to Elizabeth Sjulander at esjulander@sacoriver.net or sent to:

**Saco River Education
Attn: E. Sjulander
P.O. Box 69
Waterboro ME 04087**

Student Signature: _____ Date _____

SRE Representative: _____ Date _____



Inservice Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number:(____) _____ Student E-Mail Address: _____

Last four of SSN: _____ Date of Birth: _____
The last four digits of your SSN will be used in the personal ID

Employer's Name: _____

Phone Number:(____) _____ E-Mail Address _____
Required for enrollment

Contact Person Within Agency: _____
Above information is required if an employer is assuming responsibility for tuition

Current Position/Certification: _____

State Granting Certification: _____

Permission To Release Information

As a student participating in this training program with funding from a facility or agency, you *must* give permission for Saco River Education to notify said facility or agency of online activities.

I, _____, have read and fully understood this disclosure and hereby grant permission for
(your initials here)
Saco River Education to notify my employers:

_____ **of my academic progress regarding**
(please fill in the name of the agency or facility here)
unacceptable log-on times or failing quiz grades.

Student Signature: _____ Date: _____

For Office Use Only

Assigned ID: _____ Invoice Number: _____ Password: _____

Expiration Date: _____ Control Number: _____ ID Test date: _____



Inservice Registration Form

Payment Information

Reminder: For all payment methods Tuition is due upon registration. Acceptable payment methods are cash, checks, Visa, Mastercard and Discover.

I am paying by **CHECK or MONEY ORDER.**

Please make payable to **Saco River Education** and mail to:
P.O. Box 69
Waterboro, Maine 04087

I am paying by **CREDIT CARD.** (please fill out the information below)

I authorize Saco River Education to charge my credit card for the full tuition amount of \$_____. (no partial payments will be accepted).

(account number)

(exp. date)

Card Security Code

(signature)

(date)

I am paying by **CASH.** (Do NOT mail cash)

If you wish to pay by cash, please come to our location at:
802 Main Street
Waterboro, Maine.

This is the Saco River Health Services office and you may pay by cash and get a receipt for payment.