



## Saco River Education

P.O. Box 69  
Waterboro, ME. 04087  
(207) 247-9000 option 5

[SRE@sacorivereducation.com](mailto:SRE@sacorivereducation.com)

Dear Student,

Thank you for your interest in Saco River Education. Our online training Course for the Behavioral Health Professional is an innovative way to train employees. It also may provide a first step for a career pathway for those who are interested in working with people of all ages. The majority of the Course is taken online, through SRE's website, and consists of the virtual classroom, audio lectures, quizzes, homework questions, onsite discussions and a final exam.

Included in this packet are the Payment Guidelines, a Registration Form, the Student Enrollment Contract a Payment Information Form, a Release of Information Form and the Course Policies and Procedures.

Saco River Education has an open enrollment policy; a student can enroll at anytime! Simply fill out and return pages 3 thru 6 to Saco River Education and retain pages 2 and 7 for your records. Once Saco River Education has received all necessary forms and payment, a confirmation email is sent with all the information that is required to access the web site. If there is a third party involved with funding the cost of the Course, the student will need to sign and return the Permission to Release Information Form as well. Saco River Education does have payment plan options, for more information and to set up a payment plan, please call Saco River Education or reference the Payment Information Page.

Should you have any questions regarding this material, or questions about the Course, please feel free to contact Saco River Education by phone or e-mail.

Once again thank you for your interest in Saco River Education and we hope to be working with you soon!



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### PAYMENT GUIDELINE FOR BHP COURSE

Payment Policies: Payment in full, or the first installment in a payment plan (\$150), is due upon registration. Certificates **are not** issued for those who have not paid in full. Access to the website will be granted for a period of six months. **Saco River Education reserves the right to suspend access to any student who has not complied with a payment plan.**

#### *Behavioral Health Professional Certification Rate Structure:*

Online course with eMaterial and Saco River Education Instructor \$300.00

Online course with hard copy materials and Saco River Education Instructor \$350.00

Online course with Collaborative Provider Instructor \$250.00

Online Module 1 ONLY for Provisional Certificate: \$50.00 (\$50 credit to be used towards full course upon enrollment of the remainder of the modules)

Online Blood Bourne Pathogens Training on SRE website \$10.00

Additional options may be available, please contact Saco River Education for more information.

**\*\*If a student does not complete the Course a refund may be available. Please see our Refund Policy in the Student Enrollment Contract. Please visit our website to obtain a refund request form and either email or mail your request. All requests must be submitted in writing via the Refund Request Form.**



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**BHP Registration Form**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Day Time Phone Number: \_\_\_\_\_

E-Mail address (mandatory, you **MUST** have an E-mail address for routine correspondence):

\_\_\_\_\_ (please write clearly)

I do not have an email address and need to be set up with one.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person at Agency (if applicable): \_\_\_\_\_

Current Position: \_\_\_\_\_ I want a:  Hard Copy Manual  eManual

**The following items are required in order to access the course (please initial acknowledging each statement):**

\_\_\_\_\_ Access to the manual at the Final Exam (either a laptop for eManual or Hard Copy printed)

\_\_\_\_\_ You must be able to HEAR the class (either speakers or headphones)

\_\_\_\_\_ You must have an email address that you check frequently

\_\_\_\_\_ Computer access with Cable/DSL (DIAL UP NOT ALLOWED!)

Are you CPR Certified?  Yes—**ATTACH COPY** Expiration Date? \_\_\_\_\_  No

Are you First Aid Certified?  Yes— **ATTACH COPY** Expiration Date? \_\_\_\_\_  No

Do you have documentation of Bloodborne Pathogens Training?  Yes— **ATTACH COPY**  No

**Do you have a Mod 1 Provisional Certificate? ?**  Yes- Copy **MUST** be attached and you can skip page 4 of the registration packet.  No- **If no, you MUST send a copy of either your transcript or diploma of your highest level of education completed and complete page 4.**

What date does the Agency require you to have your final exam by? \_\_\_\_\_

Where would you prefer to have your Group Discussion?

Saco  Bangor  Waterville  Presque Isle

**A letter of class confirmation and all materials needed to access the web site is sent VIA EMAIL as soon as all forms necessary have been filled out, appropriate documents sent and payment received. Please allow 7 to 10 business days from receipt to process registration. Thank you. Saco River Education.**

For Office Use Only

User Name: \_\_\_\_\_ Password: \_\_\_\_\_ Invoice # \_\_\_\_\_

Control # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Pay Plan:  no  2 By: \_\_\_\_\_



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### **Student Enrollment Contract**

**The Behavioral Health Professional Course is a online (computer-based) Certificate Course.**

**Tuition:** \$300.00 or otherwise negotiated

**Student Expectations:** Each student must have a valid email address that they will check regularly for correspondence. Our students are responsible for keeping SRE updated as to their contact information while they are enrolled in the course. Please provide us with your email address below (**this is mandatory**):

\_\_\_\_\_ [  ] I need an email address.

**Refund Policy:** All refund requests must be made in writing (utilize the refund request form available online) **within six months of enrollment** and sent to SRE.

- 100% refund available for requests received within three business days of enrollment.
- \$50 registration fee and a prorated charge for each class taken will be issued after three business days up to a period of one year.
- A refund is NOT available for any printed material.
- No refund requests will be honored after one year of enrollment.
- Refunds are issued in the manner in which they are paid.

Please allow 4-6 weeks for your refund to process.

**Payment Expectations:** Full payment is expected upon registration, prior to starting the BHP Course. Saco River Education will accept payment in the form of cash or check, Visa, MasterCard or Discover. Checks should be made payable to Saco River Education. Access to the course will not be granted until full payment is received, unless a payment plan has been established and agreed upon by the billing department of Saco River Education. A confirmation of registration and all materials necessary to access the web site classroom will be sent within 7-10 business days after receipt of all completed registration forms and payment. All billing inquires, including refunds, should be directed to our billing department at [billing@sacorivereducation.com](mailto:billing@sacorivereducation.com).

**Expiration/Reinstatement:** There will be a twelve (12) month expiration date on all user names and passwords. This may be extended upon request, however this extension does not change the state regulations. There is a one year inactivation policy, and, if after one year of enrollment, if a student would like to continue with the course there will be a \$50.00 re-activation fee.

**Complaints:** All concerns or complaints related to the BHP Course should be directed to Elizabeth Sjulander via email ([esjulander@sacoriver.net](mailto:esjulander@sacoriver.net)) or sent to Saco River Education, at P.O. Box 69 Waterboro, Me. 04087.

**Payment Plan:** If the student has elected the payment plan option, a \$150.00 payment is due at the time of registration which will grant access to the website for a six month time frame, a second payment of \$75 is due within 30 days, and the remainder of the balance is due within 60 or prior to the final exam, whichever comes first. SRE reserves the right to suspend the password at anytime for NON-payment. Certificates of completion will be held until verification of all funds has occurred and no student will be allowed to attend a group discussion session until full payment is received.

**Tech Support:** Is available by emailing [srss@sacoriver.net](mailto:srss@sacoriver.net) or by phone during regular business hours of Monday thru Friday 9:00am to 3:00pm, or by appointment. As this is a very limited time frame you are encouraged to fully read the Welcome Packet as most technical support issues can be easily solved by following the instructions. Before calling, the student should be connected to the internet and on the SRE Website. It is essential that the student be able to work on the computer and speak with technical support at the same time in order for SRE to provide the best possible customer service. After hours technical support is available upon request, by appointment.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Payment Information**

**Reminder:** For all payment methods Tuition is due upon registration. Acceptable payment methods are cash, checks, Visa, Mastercard and Discover. No student will be allowed to attend a final exam prior to full tuition being received.

**\*ALL PAYMENT OPTIONS REQUIRE A \$150 INITIAL PAYMENT FOR A FULL COURSE\* (or the full payment of \$50 for the Module 1 Provisional Certificate ONLY)**

**Payment Plan Options:**  \$75       Please invoice my remaining balance.

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 payment of \$\_\_\_\_\_.

Or

I would like a payment plan and authorize the initial tuition payment of (minimum of \$150.00) \$\_\_\_\_\_. And subsequent payments of:  \$75

\_\_\_\_\_ (account number)

\_\_\_\_\_ (exp. date)

\_\_\_\_\_ (card security code)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

\_\_\_\_\_ Billing Address: \_\_\_\_\_ (name on card)

\_\_\_\_\_

I am paying by **CASH.** (Please, 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.*



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**Permission to Release Information**

As a student who is participating in this class, funded by an agency / facility, you **MUST** give permission for Saco River Education to release information to that agency / facility.

I, \_\_\_\_\_, hereby give permission for Saco River Education to disclose information to \_\_\_\_\_ (please fill in the name of the agency / facility) about any of the following:

1. All Attendance
2. General Progress Reports with detail available upon request
3. All correspondence between Student and SRE

The above information will be released with my full consent. During the period in which I am a student of Saco River Education, I understand that this authorization remains in effect until a written request is sent to revoke this authorization. Once I am no longer an active student of Saco River Education this contract is no longer in effect.

\_\_\_\_\_  
Signature of Student Allowing Release of Information

\_\_\_\_\_  
Date

**TO PROVIDER**, please provide SRE with an email address that is checked frequently so SRE can send you progress reports and any other necessary information.

Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Saco River Education – 802 Main Street - P.O. Box 69 - Waterboro, Me.04087

Phone 207-247-9000 option 5 Fax 207-247-6109

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E-mail [SRE@sacorivereducation.com](mailto:SRE@sacorivereducation.com)



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### **Policies and Procedures of the BHP Course**

**Student Attendance:** Each student is responsible for his/her own progress. Each student must have an email address to which we may send progress reports. Progress reports (with a signed Permission to Release) will also be sent to any Agency that is funding the training. We will discuss expected completion time with each student and schedule their final group discussion session upon registration.

**BHP Certification Requirements:** For those students completing the Behavioral Health Professional Certification in the State of Maine, an active CPR certificate, First Aide and Blood Borne Pathogens trainings are required and verification must be made prior to request for each BHP Certificate. SRE can assist with the Bloodborne Pathogens Training for an additional fee. Any student that has an active CPR certification or evidence of First Aid or Blood Borne Pathogens training completed within the last two years (CPR must be active) may submit evidence of such and they will be honored.

**Length of Course:** The Course is accessed through a 24-hour website therefore class length is the amount of time it takes the student to complete the required materials. Saco River Education (SRE) sets no time limit on the completion of the course, yet we reserve the right to discharge students due to inactivity. An expiration date will be given of 1 year for completion. An extension is easily obtained by contacting Saco River Education via phone or email. This does not grant an extension through the State of Maine.

**Independent Study:** Each student who is enrolled in SRE's online training is an independent study student. We expect that our students will take responsibility for initiating activity on our learning website. We are available via email and through our website contacts, and will respond to your questions as soon as we can. We will provide details regarding how to contact your Instructor upon registration. We are unable to provide direct tutoring or interpretation services.

**Student Learning Expectations:** Each student is expected to independently complete all of the required classes including viewing/listening to the class, completing and emailing the homework questions, and submitting periodic exams. Our Instructors will contact students if homework is not complete/accepted. Students may contact their Instructor for further clarification if needed. Students may call our administrative office during business hours and we will assist them over the phone. The student will also be required to attend a discussion group and complete a final exam.

**Educational Materials:** A Student Course Book accompanies the virtual classroom and an e-copy is included in the cost of tuition. We will provide a printed Student Course Book for an additional \$50.00 fee. All information is available in electronic format within the classroom.

**Testing:** Students will complete homework questions for each module. There are a total of THREE EXAMS at the end of Modules 1, 5 and 9 as well as the final exam. Exams may be taken up to three times if a passing score of 80% is not achieved. The student must achieve an average of 80% on all testing to successfully complete the course. After successful completion of all classes, quizzes, discussion group and the final exam, as well as verification of active CPR certificate, First Aid Certificate and Bloodborne Pathogens training, certificates are requested from the Behavioral Health Science Institute. BHSI then returns the certificates to the instructor for verification and signature. SRE will then forward the certificate to the student/provider.

**Required Materials:** A working email address that you check regularly (i.e. at least 5 times a week) and access to the internet (high speed only-DIAL UP WILL NOT WORK!) are required.