

Distance Education Course Order Form

National Coalition for Cultural and Educational Programs

P.O. Box 80255, Stoneham, MA 02180

781-279-4658

www.ncecp.org

Name _____

Address _____

Street

City

State/Zip

Tel. No. (H) _____ (W) _____ (C) _____

e-mail _____

Company (Center Affiliation) _____

(Or) FCC _____

NAEYC Accredited Yes _____ No _____

Address _____

Street

City

State/Zip

Tel. No. _____ Fax. No. _____ e-mail _____

Director's Name _____

Your Current Certification Level _____

Your Desired Certificate (choose one)

PDP (Professional Development Points) _____

CEU's (Continuing Education Units) _____

Please Note: We are accepting payment by credit card (MasterCard, Visa or Discover), by using this form:

Your Course Selection _____

Cost: \$125.00 for 201 courses

\$325.00 for 301 and 401 courses

Card Type _____ Visa _____ MasterCard _____ Discover

Card no. _____ 3-Digit Security Code _____

Expiration Date _____ Amount _____

Name as it appears on Credit Card _____

Signature of Credit Card Holder _____

CONTRACT - PLEASE READ CAREFULLY BEFORE SIGNING:

I understand that all assignments must be submitted electronically and that a basic level of computer knowledge including word processing is required. The privilege to submit assignments in any other format (mail or fax) must be pre-approved by the NCECP and will result in additional pre-paid charge ranging from \$50 - \$100 over and above published course fees.

I understand that I am responsible for returning the course material, in the same condition in which it was sent to me, no later than the contracted due date. I understand I will be charged a late fee of \$5.00 per day, which will be directly charged to my credit card for any overdue course materials and/or for continuing to submit assignments and communicating with my instructor regarding coursework. The cost of the materials not returned after a ten-day delinquency period, will be billed to my credit card in addition to the ten-day late fee charges. I am financially responsible for any DVDs, VHS tapes, books or other NCECP course material that is lost, stolen, damaged, late or not returned and will be billed on my credit card for the cost of the materials. Replacement cost for 101 and 201 is \$290.00 per course and \$495.00 to replace each 301 or 401 course.

Course offerings 101 and 201 are loaned for a maximum of 21 days. Course offerings 301 and 401 are loaned for a maximum of 63 days.

COMPLETION OF ASSIGNMENTS: Each module must be turned in within a 2-week timeframe (or sooner) to ensure sufficient time for Instructor feedback & assignment completion. Instructors will respond within 48 hours to assignments submitted in accordance with this same 2-week interval plan. Those not adhering to this policy or who submit assignments “out of order” risk delayed input based on Instructors’ obligations to other students who adhere to the policies. If I do not complete the required coursework within the contracted 21 or 63 days, there is no option to submit assignments anytime in the future. If my time has lapsed and I still have not completed the coursework, I must return all materials, re-enroll in the course on a “preferred student” basis, pay the required fee entitling me to another 21 or 63 days in which to submit remaining assignments satisfactorily to earn the CEU’s and Certificate.

INTERRUPTION OF COURSE: With Instructor and NCECP approval, I may be allowed to temporarily interrupt the course, return all the materials and resume the course at a later time on a “preferred student” basis utilizing whatever time remains from the 21 or 63 contracted days and also by pre-paying the carrier costs for re-shipping and returning the package to NCECP (\$50 - \$75).

Student’s Signature

Date