

Name:	Email:
Mailing Address:	Work Phone:
	Cell Phone:
Company (Center Affiliation):	(Or) FCC:
NAEYC Accredited: ___YES ___NO	Director's Name:
Center Address:	Phone:
	Fax:
	Email:
Current Certification Level: NOTE: <i>Please include a copy of your certification when submitting this form.</i>	<i>Desired Certificate (Choose one):</i> PDP (Professional Development Points _____) CEUs (Continuing Education Units _____)
Your Course Selection:	
Is there anything you'd like us to know about your learning style?	
Payment is \$320 for 301 and 401 courses. This does not include textbook purchases required by the student.	
Card Type: Visa ___ MasterCard ___ Discover ___	3-Digit Security Code:
Name on Card:	Card #:
Signature of Card Holder:	Expiration Date:
	Amount:

This is a contract. Please read carefully before signing below.

I understand that all assignments must be submitted electronically using a word processing software such as Microsoft Word and that a basic level of computer knowledge is required.

I understand I will be charged a flat rate late fee of \$25 beyond the maximum of 63 days, which will be directly charged to my credit card, and which will secure one extra week to submit assignments and complete my coursework.

I understand that if I cancel my order AFTER more than 1 week, I (or the cardholder) receive a credit in the amount of the course fee. The credit will be honored for up to 1 year from the original enrollment date. If course fees increase in that timeframe, I will be obligated to submit the additional amount.

Completion of Assignments

Each module must be turned in within a 2-week timeframe (or sooner) to ensure sufficient time for Instructor feedback and assignment completion. Instructors will respond within 3 business days 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.

I understand that if I do not complete the required coursework within the contracted 63 days (plus one additional week upon payment of late fee), 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 re-enroll in the course on a "preferred student" basis, pay the required fee entitling me to another 63 days in which to submit remaining assignments satisfactorily to earn the CEUs and Certificate.

Plagiarism Declaration

All course work submitted to the NCECP will be my own work (except where I have included fully documented references), not copied or adapted from any other person's work (published or unpublished) and will not have been previously submitted as course work anywhere else. **I understand that any plagiarism will result in immediate expulsion from the course with no refund of my registration fee.**

Student Signature:	Date:
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