

## **Meridian Learning Solutions, LLC**

### **Self-Paced Learning Modules for Educators Information and Policies**

#### **Minimal Technical Requirements for the Learning Modules:**

- 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 the Learning Modules:**

It is recommended that participants complete the Self-Paced Learning Modules in order. Log in information will be e-mailed to the e-mail address on file for each paid participant for each Learning Module within 48 business hours. You will have access to the Learning Module for 14 days after your log in information is sent. After that time, you will no longer have access to the Learning Module. If your e-mail address has changed since registration, provide notification to [admin@meridianlearningsolutions.com](mailto: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.

### **Module Readings:**

The readings for each Learning Module are provided in the online lessons within each Module.

### **Participation:**

You will be able to access the Learning Module at any time that is best for you. Remember, you will have access to the Module for 14 days after your log in information is sent. After that time, you will no longer have access to the Learning Module. You must access all learning materials, complete the Learning Module examination, and complete the Learning Module Examination within the 14 day time period.

### **Grading:**

You must score at least 80% on the Module examination in order to receive your certificate of completion for each course.

### **Withdrawal and Refunds:**

- If you need to cancel your enrollment prior to logging into the Learning Module you will receive a refund minus a \$10.00 processing fee. Requests for these refunds must be made within 14 days of registration date. If you do not make the request for the refund within the 14 day period, no refund will be granted.
- If you have logged into the learning module, you are not eligible for a refund. If you do not complete the Learning Module within 14 days of registration, you will have to pay the enrollment fee if you wish to complete the Learning Module.

### **Copyright Notice:**

All materials used in the Learning Modules are the property of Meridian Learning Solutions, LLC. 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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or institution due to failure to adhere to the institution's allowable resources and software policies.

**Certificate of Completion:**

A certificate of completion will be e-mailed to the e-mail address on file from your course registration at the end of the 14 day period if you have completed the course examination with a score of at least 80% and you have complete the Learning Module evaluation. If your e-mail address has changed, please notify your instructor immediately.

**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.