DMEC Certified Leave Management Specialist (CLMS) Program

Registration Terms & Conditions

Payment Information & Refunds
If the “invoice” option is selected, you will receive an invoice from DMEC within 24 hours of completion of the registration form. If the “credit card” option is selected, you will receive a receipt from DMEC within 24 business hours of completion of the registration form.

Once payment has been received (either by check or credit card), you will receive information about getting started. The course and/or exam will not be activated until payment is received by DMEC. If you would like to expedite the purchase and registration process, we suggest that payment be made by credit card through the registration form.

Full refunds (less a 3% transaction fee) will be available for 30 days after purchase if the course/exam has not been started in the DMEC Learning Center. Refunds and/or credits will not be granted for failure to complete the online course and/or exam within the designated 120-day period (begins when registration/payment has been processed and the user’s DMEC Learning Center account is activated).

Responsibilities
By accepting these terms and conditions, you agree to the following:

- You must complete the five online modules and/or exam within 120 days from the date registration/payment has been processed and your DMEC Learning Center account is activated. Refunds and credits will not be granted for failure to complete the course and/or exam within the 120-day period.

Privacy and Confidentiality
The CLMS program, including the online course, exam, and designation will be completed and monitored by the individual who registers for the course. As such, DMEC will not communicate information related to an individual’s progress through the program, quiz or final exam scores, designation status, etc. to anyone other than the individual enrolled in the course. Once an individual is enrolled in the CLMS program, progress information will be provided to the individual only.

When an individual receives the CLMS designation, communication about maintaining the designation, including CEU requirements, active/lapsed status, etc. will only be provided to the CLMS designee.
Copyright & Ownership

The CLMS online course and exam are owned in full by DMEC. No part of this program may be reproduced, stored in a retrieved system, or transmitted in any form or by any means (electronic, recording, or otherwise) without prior written permission from DMEC.

The CLMS Resource Guide is a companion piece provided to the individual CLMS registrant for his or her use only. No part of this guide may be reproduced, stored in a retrieved system, or transmitted in any form or by any means (electronic, recording, or otherwise) without prior written permission from DMEC.