

DMEC Certified Leave Management Specialist (CLMS) Program

Registration Terms & Conditions

Payment Information & Refunds

Once your registration and payment has been processed, you will receive information about getting started in the DMEC Learning Center.

Full refunds, less a \$50.00 administrative 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 180-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 exam within 180 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 180-day period.*
- If necessary, one (1) single-attempt exam retake is available for purchase. Exam retake may only be purchased in the event both exam attempts provided with the initial registration are exhausted without passing.

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

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