

# DMEC Microcredential Courses 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.

Payments must be made by credit card. Full refunds, less a \$50 administrative fee, will be available for 30 days after purchase if the course/exam has not been started in the DMEC Learning Center. Requests for refunds must be submitted to DMEC at <a href="mailto:info@dmec.org">info@dmec.org</a>. Approved refunds will be processed within 14 business days.

#### **Privacy and Confidentiality**

DMEC's microcredential courses, including the online modules, exam, badge, and certificate, 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, completion status, etc. to anyone other than the individual enrolled in the course. Once an individual is enrolled in a microcredential course, **progress information will be provided to the individual only**. View DMEC's <u>privacy policy</u> for additional information.

### **Certificates & Digital Badges**

Individuals who successfully complete a DMEC microcredential course will be issued an electronic certificate and a digital badge. Certificates will be available to view and download from the DMEC Learning Center.

DMEC partners with BadgeCert, a third-party badging company, to issue digital badges. With each new badge earned, individuals will receive an email that contains information about the credential as well as login instructions to access their BadgeCert portfolio. Digital badges are embedded with qualifying information and can be easily verified by others when they access the badge link. This cutting-edge technology allows badge earners to securely share their credentials. Badges can be managed and shared through an individual's BadgeCert portfolio. View BadgeCert's <u>FAQs</u> and <u>privacy policy</u> for additional information.

## **Copyright & Ownership**

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