

# **DMEC FMLA/ADA Training for Supervisors and Managers**

## ***Subscription Terms & Conditions***

### **Subscription Fees, Payment Information, Refunds, and Renewals**

Annual subscription pricing for DMEC's FMLA/ADA Training for Supervisors and Managers is based on the total number of U.S. employees in the organization. Discounts are available for DMEC organizational members. If the customized landing page option is selected, an additional \$100 fee will be included in the total cost, and the organization's logo and customized introductory paragraph will be required at the time of registration.

Initial registration for the subscription must be handled by one designated **"subscription contact person"**. If the "invoice" option is selected, you will receive an invoice from DMEC within 48 hours of completion of the subscription registration form. If the "credit card" option is selected, you will receive a receipt from DMEC within 48 hours of completion of the subscription registration form.

Once payment has been received (either by check or credit card), the subscription contact person will receive information about getting started, which will include instructions on how supervisors and managers in the organization can register for the training.

Subscriptions for FMLA/ADA Training for Supervisors and Managers are valid for one full year from the date of activation. Full refunds (less a 3% transaction fee) will be available for 30 days after purchase if the training has not been started by any of the organization's individuals. *Refunds and credits will not be granted for failure to use the training program or if supervisors and managers fail to complete the training program within the year.*

Subscription renewal information will be sent via email and mail to the subscription contact person beginning 90 days prior to expiration. If a subscription renewal and payment is not received prior to expiration, access to the training will be disabled at the end of one year.

### **Distribution & Training Registration**

The subscription will not be activated until payment is received by DMEC. If you would like to expedite the purchase process, we suggest that payment be made by credit card through the subscription registration form.

**The subscription contact person is responsible for distributing registration information to supervisors and managers of the organization.** Once the subscription has been purchased, the subscription contact person will need to ensure that registration information is distributed to and used by the appropriate individuals within 12 months. *Refunds and credits will not be granted if training is not completed by individuals within 12 months.*

**Each supervisor and manager will be required to register for the training individually and create an account in DMEC's online training management system.** Registration for the course will include first and last name, email address, organization name, and password creation.

Once registration is complete, supervisors and managers will have access to the course materials, which include a 25-minute video, 10-question quiz, a certificate of completion, and two downloadable roadmaps. To get started, individuals will be required to view the video in its entirety. Once the video has been viewed, the 10-question quiz will be unlocked. A passing score of 70% will be required for the individual to receive a certificate of completion. The quiz can be taken as many times as needed to achieve a passing score. The roadmaps can be accessed and downloaded at any point in the training.

## Reporting & Tracking

In addition to issuing downloadable certificates of completion for supervisors and managers who have successfully completed the course, DMEC will enable the subscription contact person to review registration and tracking reports throughout the year to manage progress for supervisors and managers.

**It is the responsibility of the subscription contact person to download and manage reports for their organizations.** DMEC will not provide on-demand or customized reports. Instructions for accessing reports will be sent to the subscription contact person once the subscription is activated.

## Disclaimer

The materials included in the FMLA/ADA Training for Supervisors and Managers is provided for training purposes only. The video, quiz, and downloadable roadmaps do not constitute legal advice and should not be relied upon or treated as such. The information presented is intended, but not promised or guaranteed, to be current, complete, and up to date, as statutes and regulations are subject to change. Supervisors and managers should not act or rely on any information contained in the materials without first discussing the specific situation with the appropriate departments within their organization and seeking legal counsel as appropriate.

## Copyright & Ownership

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The downloadable FMLA and ADA roadmaps are companion pieces provided to supervisors and managers for their use only. No part of these roadmaps 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.

## **Confidentiality**

In connection with the subscription, the subscription contact person and/or company employees may provide what is considered confidential and proprietary information. This confidential information may include full name, company email address, quiz scores, and training progress and completion information. DMEC will protect this confidential information with the same degree of care that it regularly uses to protect its own confidential information from unauthorized use or disclosure. DMEC will not disclose this information to any parties outside of this subscription unless expressly authorized in writing, and the confidentiality obligations described here shall survive the expiration or termination of this subscription. In the event of any actual or threatened breach, DMEC will provide appropriate notification and remediation.