

DMEC Microcredential Courses

Group Registration Terms & Conditions

Registration Fees, Payment Information & Refunds

Group discounts are available to DMEC member organizations if ten (10) or more registrations are purchased together. Discounts increase with the number of registrations purchased:

- 10 to 25 participants: \$20 off each registration
- 26-50 participants: \$25 off each registration
- 51-100 participants: \$40 off each registration

Nonmember organizations may purchase group registrations at the full registration price to manage employee microcredential course participation through a coupon code and take advantage of the invoice option. However, no discounts will be given to nonmember organizations for group purchases.

Initial registration for group purchases must be handled by one designated **“group contact person”**. If the “invoice” option is selected, you will receive an invoice from DMEC upon completion of the group registration form. If the “credit card” option is selected, you will receive a receipt from DMEC upon completion of the group registration form.

Once payment has been received (either by check or credit card), the group contact person will receive information about getting started which will include instructions on how individuals in the organization can register using the **“group coupon code”**. *Please note: The group coupon code will not be activated until payment is received by DMEC.*

Group purchases of the microcredential courses are discounted based on the number of registrations purchased. Full refunds, less a \$50 administrative fee, will be available for 30 days after purchase if none of the group coupon codes have been used. Refunds and credits will not be granted for failure to use all the registrations purchased or failure by individuals to complete the microcredential course.

Distribution & Responsibilities

The group coupon code 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 group registration form.

Only one group coupon code will be provided per group purchase. The group coupon code can be used for the number of registrations purchased before it expires (i.e., if ten registrations are purchased, the group coupon code can be used ten times before it expires). Codes can be used for any microcredential course available at time of registration.

The group contact person is responsible for distribution and use of the group coupon code by the designated individuals. By accepting these terms and conditions, you are responsible for the following:

- Once group registrations have been purchased, ensure that the group coupon code is distributed to and used by the appropriate individuals within 12 months. *Refunds and credits will not be granted for unused group coupon codes.*

Privacy and Confidentiality

DMEC's microcredential courses, including the online modules and exam, certificate, and digital badge, 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 [privacy policy](#) 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.

Copyright & Ownership

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