

# DMEC Certified Leave Management Specialist (CLMS) Program Group Registration Terms & Conditions

## Registration Fees, Payment Information, & Refunds

Group discounts are available if multiple individuals from an organization would like to register for the online course plus exam.

- 5 to 9 participants: \$75 off each registration
- 10 to 25 participants: \$150 off each registration
- Over 25 participants: Call 800.789.3632, ext. 121 for details

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 within 24 hours of completion of the group registration form. If the "credit card" option is selected, you will receive a receipt from DMEC within 24 hours of 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 discount code"***.

Please note: The group discount code will not be activated until payment is received by DMEC.

Group purchases of the CLMS online course and exam are discounted based on the number of registrations purchased. Full refunds, less a \$50.00 administrative fee, will be available for 30 days after purchase if none of the group discount 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 online course and exam within the designated 180-day period (begins when course registration has been completed and the user's DMEC Learning Center account is activated).

## Distribution & Responsibilities

The group discount 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 discount code will be provided per group purchase. The group discount code can be used for the number of registrations purchased before it expires (i.e., if five registrations are purchased, the group discount code can be used five times before it expires).

**The group contact person is responsible for distribution and use of the group discount code and completion of the course plus exam by registered individuals.** By accepting these terms and conditions, you are responsible for the following:

- Once group registrations have been purchased, ensure that the group discount code is distributed to and used by the appropriate individuals within 12 months. Refunds and credits will not be granted for unused group discount codes.
- Ensure that individuals who have registered using the group discount code complete the online course and exam within the designated 180-day period (begins when course registration has been completed and the user's DMEC Learning Center account is activated). Refunds and credits will not be granted for failure to complete the course and exam within the 180-day period.

## Privacy and Confidentiality

Although the group contact person will purchase multiple CLMS registrations, the CLMS program, including the online course, exam, and designation will be completed and monitored by the individual who registers using the group discount code. 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 the group contact person. 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.** This information will not be provided by DMEC to the group contact person.

It is the responsibility of the organization purchasing the group registrations to deem what information should be provided by the individuals registered for the CLMS program to the group contact person and/or the organization's leadership team.

## 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.

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