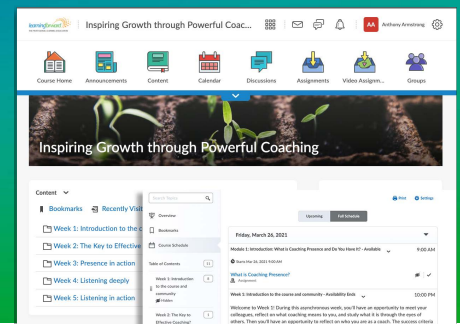


# ONLINE COURSE AGREEMENTS AND POLICIES



## Virtual Mentor Teacher Academy

### Online Learning Agreements and Course Policies

**Active weekly engagement is expected throughout the course.** The learning in this course is sequential and cumulative; therefore, participants are expected to complete all activities in a timely manner. There will be approximately 3 hours of work per week on course activities. Coursework for each content week is open for a designated number of days that will be shared with you by your course facilitator(s). Only work submitted for scoring before the content week closes is eligible to earn points towards a certificate of completion.

**Participation in all synchronous sessions is required.** Each live, collaborative learning session offers opportunities to practice newly acquired skills with a small group of fellow learners. Live session attendance is considered an essential component of the course experience. Please confirm your availability for the dates and times of each synchronous course session prior to enrolling. In the event of an unavoidable absence, partial credit for the missed session can be earned by requesting and viewing the session recording, responding to accompanying response prompts in writing, and submitting it within **five days** of the date of the session. To earn a certificate of completion for the course, only one live session can be missed and made up in accordance with this policy.

**Each participant will complete a capstone project.** Learning Forward's online courses culminate in a capstone project in which participants showcase their learning and engage in analysis and reflection of their practice with colleagues. Absence during the capstone experience requires a make-up within **five days** of the session.

**The certificate and grading process will be explained by your facilitators.** The complete grading structure and requirements for a certificate of completion will be explained by your facilitator(s) during the first live session, and will also be posted in the BrightSpace learning community. Participants earn points toward certificates for attendance and participation in live sessions, the capstone project, and for posting and replying to asynchronous discussion threads.

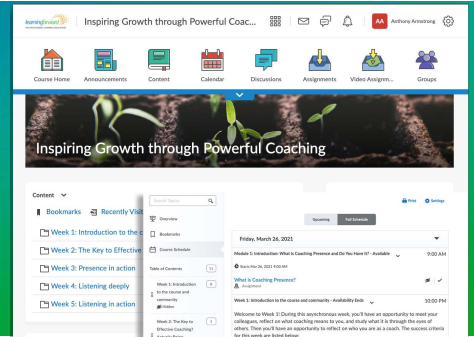
**Course completion extensions will not be granted.** Learning Forward's online courses are highly interactive and collaborative, making them more beneficial and impactful than other courses. For these reasons, and due to the high demand for seats that exceeds availability, participants are expected to complete all required work in the online course before the course end date. **No exceptions or extensions will be granted.**

#### **Cancellation and change policy.**

Cancellations must be sent in writing to [office@learningforward.org](mailto:office@learningforward.org) prior to August 2, 2022 for a full refund less a \$50 processing fee. A 50% refund will be given for written requests received on or before August 23, 2022. No refunds will be issued on or after August 24, 2022. To transfer registration to another individual before the course begins or to make changes to your method of payment, a handling fee of \$25 will be assessed. Once the course begins on August 24, 2022, registration cannot be transferred to a future cohort or to a colleague.

**Please acknowledge you have read and understand the information shown above by checking the box on the registration form.**

# ONLINE COURSE REGISTRATION FORM



## 1 ONLINE COURSE FEES & INFORMATION

### Virtual Mentor Teacher Academy

**\$1,500**

Adults have specific learning needs. As you plan summer professional learning with an eye toward the year ahead, ensure that you're providing educators with targeted, highly engaging professional learning that develops their capacity to implement new learning in their schools and classrooms.

In this eight-week course, professional learning leaders and administrators will implement a professional learning framework, grounded in the Standards for Professional Learning, that promotes high levels of learning and retention, and increases adult learners' capacity and desire to implement new learning.

**This four-month course opens August 18, 2022.**

## 2 REGISTRATION DATA

Please print your email address legibly — your confirmation will be emailed to you.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

School District or Organization \_\_\_\_\_

School Name \_\_\_\_\_ Position \_\_\_\_\_

Address / Street \_\_\_\_\_

City / State / Province / Zip \_\_\_\_\_

Is this address:  business  home

Preferred Email \_\_\_\_\_

Phone \_\_\_\_\_

Please check the box to acknowledge you have read and understand the agreements and policies on page 1. Registration will not be accepted if the box is unchecked.

### 4 WAYS TO REGISTER

#### ONLINE:

[www.learningforward.org/online-courses](http://www.learningforward.org/online-courses)

#### MAIL:

Learning Forward  
504 S. Locust Street  
Oxford, OH 45056

#### FAX:

513-523-0638

#### SCAN:

[office@learningforward.org](mailto:office@learningforward.org)

## 3 TOTAL & PAYMENT

### FEES ARE PAYABLE BY:

MasterCard  Visa  Discover  AMEX

Check

Purchase order (*send me an invoice*)

Billing address \_\_\_\_\_

Card no. \_\_\_\_\_

Exp. date \_\_\_\_\_ Security code \_\_\_\_\_

Signature \_\_\_\_\_

**TOTAL AMOUNT DUE: \$1,500**

Course fees made payable to Learning Forward must accompany this form.

**Questions? Call 800-727-7288.**

