

## PE Exam Review Courses Policies

### Course Retake Guarantee

If a course participant does not pass the exam corresponding to the course taken, the participant may enroll in a future PE exam prep course at no cost subject to the conditions outlined below.

- The start date of the course repeated at reduced cost must be within one year of the failed PE exam date.
- A course may only be retaken one time at no cost. Subsequent courses may be taken at the appropriate cost based on the membership status of the participant.

### Homework

- It is highly recommended that students attempt at least some of the homework problems that correspond to each class subject in order to bring specific questions to the instructor for that class. Completing the homework prior to each class subject is not required.

### Webinar Requirements

Participants attending the course via Webinar are required to have access to a computer with suitable Internet access. MnSPE utilizes GoToWebinar software for this course.

- There is no cost to use the VoIP option and no software is required. GoToWebinar will automatically allow you access to VoIP audio when you log on to the webinar. Your computer must have speakers and a good internet connection speed.
- Participants will be able to hear the instructor through their computer speakers, and participants can type questions to the instructor in the GoToWebinar chat box during class. Participants will see the instructor's screen throughout each class but will not see the instructor. A telephone option is available if your computer does not have speakers.
- Additional webinar information, including links to each webinar class, will be sent to each participant one day prior to the start of the course.

### Payment

- Payment must be made in full and received by MnSPE prior to the start of the course. A link to online course materials will not be forwarded until full payment is received. If payment in full is not received, the participant may be denied enrollment until full payment is received.
- Students who register and pay for the course but who then wish to drop can receive a refund through the date of the fourth scheduled class session. The amount refunded will be prorated minus the number of class sessions already held regardless of whether or not those classes were attended. After the fourth class is held, no refund will be issued.