# PIHRA COURSE ENROLLMENT POLICY – HRCI

## PHRca Course

Congratulations on enrolling in the HRCI Certification Exam Preparation Course. The following guidelines demonstrate the terms and policies LEARNERS are expected to follow during this course. Please read this document in its entirety.

## COURSE MATERIALS

LEARNERS will be required to use the following materials:

- 2019 Complete HRCP Program for PHRca
- And Online Editions with Audio

LEARNER acknowledges that HRCP is the exclusive copyright owner of the HRCP Program for PHR/SPHR Learning Material and that LEARNER will make no written, recorded translation or copies of such material for the purposes of selling or otherwise distribute the original of these materials to any third parties or use of such material for any purpose whatsoever other than for studying the Covered Course(s) listed.

LEARNER agrees to only use HRCP course materials and material provided by INSTRUCTOR and will not use external, non-approved resources.

LEARNER agrees to use the current version of the HRCP Program for PHRca Learning System in order to participate in the course. Prior versions of the HRCP Program for PHRca Learning System cannot be used as a substitute.

## TERMS AND CONDITIONS

### COURSE EXPECTATIONS

LEARNER agrees to be an active learner, participate in group assignments, discussions and demonstrate learning throughout the course.

LEARNER agrees to complete end of course evaluations provided by INSTRUCTOR within one week of final session.

LEARNER agrees to maintain professional and ethical behavior/conduct throughout course and will engage in respectful discourse with INSTRUCTOR and other LEARNERS.

## FEES

LEARNER acknowledges and agrees that the course enrollment fee includes the cost of tuition, cost of learning materials, an administrative fee and shipping costs.

LEARNER agrees that opened learning materials, shipping costs and administrative costs are non-refundable.

LEARNER enrolled in either Online Course or Onsite Course may receive a refund of 90% of the cost of the course until the start of the 2nd class session provided the learning materials can be returned unopened. If the learning materials cannot be returned unopened, the refund provided will be 50%.

LEARNER will receive a refund of 50% of the cost of the course up to the start of the 3rd class session. There are no refunds after the date of the 3rd class session.

LEARNER agrees that they will not receive a refund of any amount if LEARNER is removed from course for violating any of the course enrollment policies.

## COURSE AUDIT

LEARNER can audit a course if there is space available in the session and if one of the two conditions are met:

- LEARNER was previously enrolled in a PHRca exam preparation course offered by PIHRA in the same calendar year as the session being audited; OR
- LEARNER was previously enrolled in a PHRca exam preparation course offered by PIHRA that was not offered in the same calendar year as the session being audited but LEARNER has paid the fee to access the current year HRCP Learning Materials.

LEARNER acknowledges that they will not be able to earn recertification credit while auditing the course.

## ACCOMODATIONS

LEARNER agrees to notify INSTRUCTOR of any reasons that could affect LEARNERS ability to attend and or complete course work within the course time allotted.

LEARNER agrees to notify INSTRUCTOR of any disability accommodations required and provide documents to confirm disability.

LEARNER agrees that requests for accommodations without documentation will be granted at the discretion of the INSTRUCTOR.

## EQUIPMENT/MATERIALS AND FACILITY

LEARNER agrees to refrain from damaging any equipment or the facility. Evidence of any damaged caused by LEARNER will result in being removed from the course without a refund and possible legal consequences.

## PRIVACY

LEARNER agrees not to share PIHRA or HRCP intellectual property, trade secrets to third party vendors, or clients.

LEARNER agrees not to solicit or recruit LEARNERS for business, investment, commercial enterprises or third-party vendors.

## INTERGRITY AND CONDUCT

LEARNER agrees to be culturally aware of LEARNER demographics and abstain from making comments, statements, or actions that promote or stimulate prejudice, racism, ageism, homophobia, xenophobia, misogyny or any bigotry of any form.

LEARNER is expected to be knowledgeable of all forms of harassment, aggression, and/or threats and is required to report such incidents promptly to PIHRA. All such incidents accusing INSTRUCTOR or LEARNER will be taken seriously.

The use, possession, or sale of alcohol or narcotics on any location provided by PIHRA is strictly prohibited and will result in legal consequences.

## RISK

LEARNER is advised that INSTRUCTOR is engaged as an independent contractor and does not represent his/her opinions to be those of PIHRA.

## TERMINATION

Notwithstanding the foregoing, PIHRA may cancel without penalty due to acts of God, natural disasters (including but not limited to, fire, flood, severe weather and earthquake), disorder, government regulation, construction ongoing at the time of the meeting preventing or unreasonably delaying at least thirty percent (30%) of attendees from attending, strikes or work stoppages, a bankruptcy filing involving either party, or any other situation making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting. LEARNERS will receive a full or partial refund based on the onset of such events. A minimum of 5 attendees is necessary to hold the course, but the course may move forward with less upon the sole discretion of PIHRA.