

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 7/28/2022

Contract/Agreement Vendor: ProSolutions Training - Gina McHenry

Name of Vendor & Contact Person

ginamchenry@prosolutionstraining.com

Vendor Email Address

Dates of Service - TBD

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

B&A Connections / Daycare Employees

Reason/Audience to benefit

8/8/2022

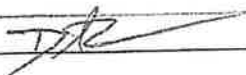
BOE Date


\$ 1,500.00

Amount of agreement

Person Submitting Contract/Agreement for Review: David Sutton

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: 

Does this Contract/Agreement utilize technology? YES/NO NO
If yes, Technology Admin: 

Leadership Team Member: 

Funding Source: 72/ 982 & 11/081 982-3300-320-900-0000-000-082 (B+A)
Fund/Project OCAS Coding

081-3300-320-000-0000-000-082 (Daycare)

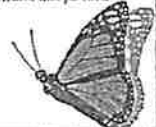
Training mandate by DHS for B&A Connections and Tiny Tiger Learning Center employees.
The cost will be split between 2 purchase orders with a 85/15 split of total cost.

- Consent
- Action

Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

1. A Group Annual Subscription Package is designed to offer designated online courses from ProSolutions Training to users at a single organization, named below, for one year from date payment is received. The organization must name an administrator contact who will work with ProSolutions Training to monitor the group package.
2. The administrator contact is responsible for maintaining the list of enrolled users through the ProSolutions Training website. Only users enrolled by the administrator contact and currently active may take courses included in the Group Annual Subscription Package.
 - A. An administrator contact may enroll users up to the total number of contracted slots during the contract period. The contracted number of slots is a running total, and slots cannot be reassigned except as outlined in 2.C.
 - B. A user who has been enrolled can be deactivated by the administrator contact at any time to prevent the user from taking any more pre-paid courses included in the Group Annual Subscription Package.
 - C. When the administrator contact deactivates a user, that slot can be reassigned only if the user has not yet taken a course included in the Group Annual Subscription Package. Once the user takes a course in the Group Annual Subscription Package, the slot assignment is permanent; the user can be deactivated, but cannot be replaced with another user in the same slot.
 - For instance, if a user leaves the organization before starting any course in the Group Annual Subscription Package, the administrator contact may remove that user from the list and enroll another user in the same slot. However, if the user has already started any course in the Group Annual Subscription Package, the administrator contact cannot re-assign that slot, although the user can be deactivated to prevent further use of any pre-paid courses included in the Group Annual Subscription Package.
 - A user who was deactivated can be reactivated in the same slot without counting a second time towards the total number of contracted slots.
 - D. Certificates of completion for courses completed by the user inside the Group Annual Subscription Package remain in the user's personal training account and will not be removed, even if the user is deactivated. However, an inactive user cannot use any other courses included in the Group Annual Subscription Package.
3. To take courses included in the Group Annual Subscription Package, each group user must have his or her own training account with ProSolutions Training and a unique, personal email address. Users cannot share email addresses or accounts with ProSolutions Training. The name that appears on each member's training certificates is the name associated with that user account, which cannot be changed once the account is created.
4. The courses a member completes within the Group Annual Subscription Package belong to the user. The administrator contact can track user's course progress and view certificates earned for any course taken inside the Group Annual Subscription Package, but the certificates of completion belong to the user. After the end of the contract period, or if a user is deactivated by the administrator contact, the user will retain access to all certificates associated with his or her ProSolutions Training account.
5. If the user of a Group Annual Subscription Package enrolls in the CDA Training at a discounted price using the Subscription CDA Training Feature, the administrator is authorized to track the user's progress in the CDA Training. A user can opt out of the Subscription CDA Training Feature with a written request; the user who opts out will be required to pay the full price for the CDA Training.
6. The administrator contact must contact ProSolutions Training in order to upgrade a package to enroll more users than the originally contracted number of slots. All users enrolled in an active subscription will expire on the subscription's original expiration date, regardless of the date users are added. ProSolutions Training does not offer full or partial refunds if the administrator contact enrolls fewer than the total contracted number of users or if the administrator contact wishes to cancel the agreement during the agreement period.
7. **Copyright/Non-Disclosure:** ProSolutions Training retains all rights to course materials, including slide content, pre- and post-tests, and any resources provided. This contract does not confer the right to save or view these materials in any format except online at www.prosolutionstraining.com via a valid customer account belonging to an active, enrolled member. With the exception of course resources, neither the administrator contact nor users may share any course materials, either with other users or with third parties. The administrator contact is responsible to ProSolutions Training for ensuring that enrolled users respect these rights.
8. **Cancellation/Refund Policy:** If the administrator contact requests a cancellation, ProSolutions Training cannot offer full or partial refunds for any Group Annual Subscription Package unless the cancellation request is made before any user has started a course inside the Group Annual Subscription Package. Once any course has been started by any user, no full or partial refunds will be made. ProSolutions Training does not offer full or partial refunds if the administrator contact does not enroll the total contracted number of users. ProSolutions Training reserves the right to cancel a Group Annual Subscription Package without providing a refund in the event of any misuse or violation of contract terms.





GROUP ANNUAL SUBSCRIPTION PACKAGE AGREEMENT

Scan and return by email to support@prosolutionstraining.com
or fax completed Agreement to 404.998.8059

(Please Print)

Organization Name: Broken Arrow Public Schools

Organization Address: _____

(City)

(State)

(Zip)

Phone: _____ Fax: _____

Administrator Contact: David Sutton Title: Director of B&A connections

Administrator Contact Email: DSutton@baschools Phone: _____

Included slots: (circle one) 10 20 50 75 100 other: _____

Price: _____

I UNDERSTAND AND AGREE to all terms described in the User Agreement. As the administrator contact for my organization, I am responsible for maintaining the list of enrolled users. All enrolled users must work for the organization named above. I may deactivate a user at any time, but I cannot reassign the slot unless the original user has not accessed the Group Annual Subscription Package. I further recognize Group Annual Subscription applies only to the designated courses and products identified in the attached Course Listing and do not apply to any other products offered through ProSolutions Training. I am responsible for ensuring that I and my users respect the non-disclosure agreement above. ProSolutions Training reserves the right to cancel a Group Annual Subscription Package without providing a refund in the event of any misuse or violation of contract terms.

Organization Authorized Signature

Date

Print Name _____

Title _____

ProSolutions Training Representative Signature: Gina McHenry

Date: 7/28/2022



GROUP ANNUAL SUBSCRIPTION PACKAGE PRICING

ECE Group Annual Subscription Package

Get the economical answer to professional development with a ProSolutions Training ECE Group Annual Subscription Package. Staff training increases retention of high-quality employees!

- Staff choose from over 100 courses developed specifically for early childhood education professionals by our curriculum experts
- Director manages access; add and remove staff as needed
- Professional Development Certificates for each individual for each course (copies available for director)
- CEU credit at no extra cost; IACET-approved CEU provider
- Courses have state and CEU approvals
- Technical assistance and customer support for directors and staff
- Self-paced coursework available 24 hours a day

Unlimited Courses for One Year

- Up to 10 employees - \$500 - Only \$50 per user
- Up to 20 employees - \$750 - Only \$37 per user
- Up to 50 employees - \$1,000 - Only \$20 per user
- Up to 75 employees - \$1,350 - Only \$18 per user
- Up to 100 employees - \$1,500 - Only \$15 per user

Subscription CDA Training Feature

The Subscription CDA Training Feature is automatically a part of any group subscription through ProSolutions Training! This feature allows your teachers to purchase a discounted CDA Training at \$249 per package. In addition to receiving discounted CDA Training, there is no need to take courses twice. Courses previously completed in the subscription will automatically transfer, as applicable, to meet CDA Training requirements.

What does this mean for administrators?

- You can track your teachers' progression as they work through courses in the subscription.
- If you, the administrator, plan to pay for their CDA Training, you can determine how many courses they have completed, and how far along they would be in their CDA Training, before using the Subscription CDA Feature.

What does this mean for teachers?

- Teachers will have the chance to work through as many courses in the subscription as they would like before committing to any additional costs.
- As applicable, the courses they have completed in the subscription will be transferred over to their CDA Training and marked as "Complete." This ensures teachers won't need to take those courses twice.

GROUP ANNUAL SUBSCRIPTION PACKAGE COURSE LISTING

Courses listed below are organized by subject areas and categories, not core competencies. If you are looking for professional development in a core competency specific to your state, please check with your state agency to verify that the course you are taking meets their requirements.

	Hours/CEUs
Child Growth and Development	
▶Coping With Separation Anxiety	1/0.1
▶Fine Motor Activities for Infants	1/0.1
▶Fine Motor Activities for Preschoolers	1/0.1
▶Fine Motor Activities for Toddlers	1/0.1
▶Gross Motor Activities for Infants	1/0.1
▶Gross Motor Activities for Preschoolers	1/0.1
▶Gross Motor Activities for Toddlers	1/0.1
▶Physical Development in Infants	1/0.1
▶Physical Development in Preschoolers	1/0.1
▶Physical Development in Toddlers	1/0.1
▶The Brain and Early Childhood: Old Myths and New Knowledge	1/0.1
▶Understanding Child Development: Attachment Theory	1/0.1
▶Understanding Child Development: Erikson's Stages of Emotional Development	1/0.1
▶Understanding Child Development: Maslow's Theory of Human Needs	1/0.1
Classroom Management & Positive Guidance	Hours/CEUs
▶Aim High: Creating, Instructing and Implementing Appropriate Classroom Expectations	1/0.1
▶Build Them Up: Creating a Classroom that Promotes Self-Esteem in Young Children	1/0.1
▶Creating Positive Outcomes from Problematic Behaviors	1/0.1
▶Helping Young Children Understand and Develop Rules	1/0.1
▶Principles of Behavior Management I: What do we know?	1/0.1
▶Principles of Behavior Management II: What can we do? Ten Big Ideas	1/0.1
▶Taking the Bite out of Toddler Biting	1/0.1
▶Taming Toddler Temper Tantrums	1/0.1
▶The Art of Transitions	1/0.1
▶The Daily Schedule	1/0.1
Cognitive Development	Hours/CEUs
▶Brain Power! Cognitive Development in Infants	1/0.1
▶Brain Power! Cognitive Development in Preschoolers	1/0.1
▶Brain Power! Cognitive Development in Toddlers	1/0.1
▶Great Ways To Promote Cognitive Development in Infants	1/0.1
▶Great Ways To Promote Cognitive Development in Preschoolers	1/0.1
▶Great Ways To Promote Cognitive Development in Toddlers	1/0.1
Communications and Relationships	Hours/CEUs
▶Helping Children Cope with Death	1/0.1
▶Helping Children Cope with Divorce	1/0.1
▶The Art of Communication Part I: Listening to Children	1/0.1
▶The Art of Communication Part II: Communicating With Families	1/0.1
Curriculum	Hours/CEUs
▶Block Play as a Creative Learning Strategy	1/0.1
▶Curriculum: The Foundation of a Strong Educational Program	1/0.1
▶Hands-on Excitement: Manipulatives for Teaching Young Children Math	1/0.1
▶Ignite Their Minds: Making Math an Integral Part of your Teaching	1/0.1
▶Lesson Planning for Young Children	1/0.1

▶Music and Movement: Enhancing Your Curriculum	1/0.1
▶Purposeful Play	1/0.1
▶Science for Young Children	1/0.1
▶Social Studies for Young Children	1/0.1
Customer Favorites	Hours/CEUs
▶Appreciating and Celebrating Diversity	2/0.2
▶Confidentiality	1/0.1
▶Creating Positive Outcomes from Problematic Behaviors	1/0.1
▶Dealing with Personal Stress	1/0.1
▶Hands-on Excitement: Manipulatives for Teaching Young Children Math	1/0.1
▶Helping Children Cope with Divorce	1/0.1
▶Mandated Reporters: Critical Links in Protecting Children	2/0.2
▶Reading to Young Children	1/0.1
▶The Brain and Early Childhood: Old Myths and New Knowledge	1/0.1
Diversity	Hours/CEUs
▶Appreciating and Celebrating Diversity	2/0.2
Health and Safety	Hours/CEUs
▶Bloodborne Pathogens	1/0.1
▶Emergency Preparedness: Better Safe Than Sorry!	1/0.1
▶Essentials of Indoor Safety	2/0.2
▶Essentials of Outdoor Safety	2/0.2
▶Food Allergies: Recognizing Allergic Reactions and Meal Planning in the Child Care Setting	1/0.1
▶Hand Washing: Clean Hands = Better Health!	1/0.1
▶Infectious Disease Control: Kick Those Germs to the Curb!	1/0.1
▶Mandated Reporters: Critical Links in Protecting Children	2/0.2
▶Responding to Medical Emergencies	1/0.1
▶Sudden Infant Death Syndrome (SIDS) - Reducing the Risk	1/0.1
▶Water Safety: Preventing Injury and Illness	1/0.1
Language and Literacy	Hours/CEUs
▶Learning Language: Ages Three to Five	1/0.1
▶Learning Language: Birth to 36 Months	1/0.1
▶Reading to Young Children	1/0.1
Leadership and Advocacy	Hours/CEUs
▶Advocating for Children, Parents and Staff in Early Care and Education	1/0.1
▶Advocating for Quality: An Overview of Quality Initiatives	1/0.1
▶Leadership: Recognizing the Leader in You	1/0.1
Learning Environments	Hours/CEUs
▶Designing an Outdoor Classroom	1/0.1
▶Environments That Support Children with Challenging Behaviors	1/0.1
▶Learning Centers That Inspire	1/0.1
▶The Basics of Appropriate Learning Environments	1/0.1
Nutrition and Food Service	Hours/CEUs
▶Creating Healthy Lifestyles: Balancing Children's Diets with Good Food Choices	2/0.2
▶Healthy Meal Planning	1/0.1
▶Keeping It Safe: Preventing Food-borne Illnesses in Child Care Settings	1/0.1

Observation and Assessment	Hours/CEUs
▶Assessment Tools	1/0.1
▶Observation and Assessment: Documenting Children's Progress	1/0.1
Professional Development	Hours/CEUs
▶Beginning Teacher Roles and Responsibilities	1/0.1
▶Dealing with Personal Stress	1/0.1
▶Early Care and Education Resources	1/0.1
▶Introduction to the CDA Credential Part I: Overview and Training	1/0.1
▶Introduction to the CDA Credential Part II: The Assessment Process	1/0.1
▶NAEYC Code of Ethical Conduct Part I: An Overview	1/0.1
▶NAEYC Code of Ethical Conduct Part II: Understanding Your Responsibilities	1/0.1
▶NAEYC Code of Ethical Conduct Part III: Using the Code in Ethical Dilemmas	1/0.1
▶Professional Development: Everything You Need to Know about Going Back to School in Georgia	2/0.2
▶Professionalism in Early Care and Education	1/0.1
▶Seeking Employment in Early Care and Education	1/0.1
Program Management/Administration	Hours/CEUs
▶Business Practices for Early Childhood Education Settings	1/0.1
▶Confidentiality	1/0.1
▶Conflict Resolution in the Early Care and Education Workplace	1/0.1
▶Guidelines for Parent Volunteers	1/0.1
▶Record Keeping: Forms for Staff and Children	1/0.1
Social and Emotional Development	Hours/CEUs
▶Activities That Promote Social and Emotional Development In Infants	1/0.1
▶Activities That Promote Social and Emotional Development in Preschoolers	1/0.1
▶Activities That Promote Social and Emotional Development in Toddlers	1/0.1
▶Helping Children Cope with Death	1/0.1
▶Social and Emotional Development of Infants	1/0.1
▶Social and Emotional Development of Preschoolers	1/0.1
▶Social and Emotional Development of Toddlers	1/0.1
Social Services	Hours/CEUs
▶Helping Children Cope with Death	1/0.1
▶Helping Children Cope with Divorce	1/0.1
▶Mandated Reporters: Critical Links in Protecting Children	2/0.2
▶The Brain and Early Childhood: Old Myths and New Knowledge	1/0.1
▶Understanding Child Development: Attachment Theory	1/0.1
▶Understanding Child Development: Erikson's Stages of Emotional Development	1/0.1
▶Understanding Child Development: Maslow's Theory of Human Needs	1/0.1
Special Needs	Hours/CEUs
▶Special Needs in the Early Childhood Classroom	1/0.1
▶Understanding Inclusion in Early Childhood Settings	1/0.1
Working with Families	Hours/CEUs
▶Caring for a Child with a Disability: Helping Families Cope	1/0.1
▶Getting Families Engaged!	1/0.1
▶Parent-Teacher Conferences	1/0.1

Subscription Courses - Oklahoma

Child Growth and Development

Brain Development: Amazing Brains, Amazing Babies

Child Development Theory: Erikson and Maslow's Theories of Child Development

Cognitive Development in Infants

Cognitive Development in Preschoolers

Cognitive Development in Toddlers

Language Development: Birth to Five

Literacy Development in Young Children

Physical Development in Infants and Toddlers

Physical Development: Fine Motor Activities for Infants and Toddlers

Physical Development: Gross Motor Activities for Infants and Toddlers

Social and Emotional Development in Infants

Social and Emotional Development in Toddlers

Social and Emotional Development of Preschoolers

Understanding Attachment in Young Children

Curriculum and Learning Environment

All Hands on Deck: Supporting School Age E-Learning in a Child Care Setting

Classroom Management: Dealing with Challenging Toddler Behaviors

Creating a Classroom with Positive Outcomes that Promotes Self-Esteem

Creating Appropriate Classroom Expectations

Creating Developmentally Appropriate Learning Environments

Creative Learning Strategies

Curriculum and Lesson Planning: Building a Strong Educational Program

From the Ground Up: Structuring and Scheduling Your Aftercare Program

Principles of Behavior Management

Room for All: Inclusion in School-Age Programs

Scenery for Learning: Developmentally Appropriate Environments for Infants and Toddlers

Teaching Young Children Math

Teaching Young Children Science and Social Studies

Techniques for Effective Classroom Management

Diversity and Equity

Diversity and Differences: An Anti-Bias Approach to Teaching Diversity

Leveling the Field: Equity in Early Childhood Education

Family and Community Partnerships

Accessing Resources for Families and Early Care and Education Professionals

Advocacy in Early Care and Education

Concrete Support

Family Engagement During Times of Stress and Trauma

In It Together: Navigating Virtual Learning for Teachers and Families

The Art of Communication: Working with Children and Families

Working with Families: Engagement Techniques in Early Care and Education

Health, Safety and Nutrition

COVID-19 Guidelines for Early Care and Education Programs

Medical Emergencies in Child Care Settings

Movement and Menus: Physical Activity and Nutrition for School Age Children

Planning Healthy Meals for Young Children

Preparing for Emergencies in Child Care Settings

Preventing the Spread of Infectious Diseases

Interactions and Guidance

Classroom Management 101

Helping Children Cope with Divorce and Death

Helping Hands: Social Emotional Support for School Age Children

Kids and Tweens: Managing School Age Student Behavior

Observation and Assessment

Observation and Assessment in the Early Childhood Classroom

Professionalism and Leadership

An Introduction to the CDA Credential

Bringing the Protective Factors Framework to Life in Your Work: Introduction and Overview

Knowledge of Parenting and Child Development

NAEYC Code of Ethical Conduct

Parental Resilience

Preparing for the CDA® Exam

Social Connections

Traditionalists to Gen Z: Supporting a Changing Workforce

Your Professional Responsibilities as an Early Care and Education Teacher

Program Administration

Dealing with Conflict and Stress in the Early Care and Education Workplace

Program Management: Record-Keeping and Confidentiality

Special Needs

Special Needs: Working with Children and Families

Understanding Autism and Inclusion

Terms & Conditions

ProSolutions Training is a division of Care Solutions, Inc. In these terms and conditions, "ProSolutions Training" refers to both the division and to its parent company, Care Solutions, and to their agents. The "website" is all pages contained at the domain prosolutionstraining.com. ProSolutions Training does not accept or hold responsibility for any sites linking to the website or linked from the website but hosted outside the domain prosolutionstraining.com. A "course" is any product available for purchase from ProSolutions Training or accessed via this website. A "customer" is any individual or entity that accesses this website; creates an account; orders; accesses courses via ProSolutions Training, or signs a contract with ProSolutions Training to allow any entity or entities to order or access courses via ProSolutions Training.

These terms and conditions apply to all visitors, customers, and clients of ProSolutions Training and this website. By accessing this website, you agree to the Terms and Conditions. Do not access this website if you are unable to accept these terms and conditions.

Customer Service

ProSolutions Training is dedicated to providing high-quality and responsive service to our customers.

Hours of Operation

ProSolutions Training courses and its website are available for access 24 hours a day. ProSolutions Training will make reasonable efforts to alert customers about planned or unplanned outages or gaps in services by posting a notification on the ProSolutions Training website.

ProSolutions Training is available by phone and email between 8:30 AM and 5:30 PM EST, Monday to Friday, excluding major holidays. Contact us by phone at 1-800-939-9694, or [email us](mailto:us). Assistance is available in English and Spanish.

Ownership of Content

All materials presented on or accessed through the website, including but not limited to website content, course descriptions, course content, downloadable resources, and images, are the property of ProSolutions Training or are used by ProSolutions Training with permission from the copyright holder. Accessing this website or purchasing products or services from ProSolutions Training does not provide or imply any ownership of these materials. Customers may save or reproduce materials and resources presented in ProSolutions Training courses or on this website for their own use, but may not provide them to other parties or incorporate them, in whole or in part, into other trainings or materials, except where

permission is expressly granted by ProSolutions Training in writing.

Customer Accounts

Customers of ProSolutions Training must have individual accounts with a valid, unique email address. Courses and tests must be completed in the language the customer selects while ordering the course. Accounts cannot be transferred between individuals, and products cannot be shared or transferred between accounts. Accounts may be deleted or disabled by ProSolutions Training for any reason at any time without prior notice to the account holder and without refunds.

Professional Development Certificates

Certificates issued by ProSolutions Training are official only if they are printed directly from the website, signed by the customer named on the certificate, and unaltered. Certificates are issued in the language the customer selects while ordering the course. ProSolutions Training certificates may not be reproduced, shared, or transferred. In the event of any dispute over the certificate authenticity, the determination of ProSolutions Training is final. ProSolutions Training reserves the right to verify certificates for third parties, including but not limited to professional associations, state licensing bodies, and corporations, but will not provide or discuss any customer data beyond what is necessary to establish the authenticity of a certificate.

Privacy Policy

Your privacy is important to us. ProSolutions Training never shares personal information about our customers, including names, email addresses, phone numbers, mailing addresses, invoices and order records, or course performance, with third parties, except as necessary to verify certificates. Personal information may be shared with colleges, universities, regulatory agencies and the Council for Professional Recognition. Aggregate and/or anonymized demographic information and usage information is used in reports and may be shared freely and published in any format by ProSolutions Training. Comments left on course evaluations, submitted to ProSolutions Training via email, posted on our Facebook page, or otherwise provided to ProSolutions Training digitally or in writing may be used by ProSolutions Training for marketing and other purposes without seeking consent from the author.

Refund Policy

By ordering any course from ProSolutions Training, you agree to abide by the following policy for refunds:

- There are no substitutions or exchanges.
- Refund requests must be made by the customer within 30 days of the order date and acknowledged by ProSolutions Training digitally or in writing for a refund to be granted. ProSolutions Training makes an effort to reply to all calls and emails within one business day; however, it is the responsibility of the customer to secure acknowledgement from ProSolutions Training within 30 days of the order date. Refunds will not be issued if payment for the order containing the item was processed more than 30 days before the date of the refund request. Any use of the web-based products constitutes full use and negates any refund.
- Refunds will not be issued for any item if:
 - The customer views any or all course slides (for individual courses)
 - The customer views any or all course slides of any course within a package (for packages)
 - Any teacher assigned to an annual package completes an order using the associated Coupon Number (for annual packages)

If all of the above conditions are satisfied, ProSolutions Training will refund the full price of the item, less a 15% service charge, within 10 days of acknowledging the request.

Group Subscription Users

Administrators of a Group Annual Subscription Package will have access to completed course certificates and records of courses completed within that subscription. If the user of a Group Annual Subscription Package enrolls in the CDA Training at a discounted price using the Subscription CDA Training Feature, the administrator is authorized to track the user's progress in the CDA Training. A user can opt-out of the Subscription CDA Training Feature with a written request; the user who opts out will be required to pay the full price for the CDA Training.

Course Extensions

ProSolutions Training individual courses and course packages are available for one full year from the date of purchase. Course extensions can only be granted for the ProSolutions Training CDA Training. The CDA Training can be extended for a maximum of six months. The following conditions must be met for a CDA Training extension:

- The customer must contact ProSolutions Training by phone at 1-800-939-9694 prior to the coursework expiration date to request the extension.
- Payment for the coursework extension must be received by ProSolutions Training. The fee for the extension is calculated as follows:
 - Administrative Fee of \$25.00
 - There will be an additional fee of \$25.00 for each subject area in the coursework that is unfinished, whether partially or fully.
 - Example - If the student has finished subject areas one through three and part of subject area four and five the cost to extend the CDA Training coursework would be calculated as follows:
 - Administrative Fee - \$25.00
 - Subject areas partially finished - 2 @ \$25.00 per area - \$50.00
 - Subject areas not started - 3 @ \$25.00 per area - \$75.00
 - The total cost to extend CDA Training coursework for an additional six months - \$150.00
 - Only one CDA course extension will be granted. If additional time is needed to complete the course the student must re-enroll and pay the current published price.

Course Completion Time Limitations

In accordance with best practices for adult learning and the requirements for various state registries, students may complete up to 8 hours of training in a single day. After meeting the maximum number of course completions, students may still view additional coursework, but will not be able to access the test until the next calendar day.

Independent Resellers and Hosted Courses

ProSolutions Training may host courses on behalf of other entities. If a ProSolutions Training customer accesses a training through the website but the payment was not processed by ProSolutions Training, ProSolutions Training accepts no responsibility for refunds or exchanges. Any such request must be directed to the entity (such as an independent reseller) by whom the payment was processed.

Contact Us

If you have questions or concerns about our Terms and Conditions, please call us at 1-800-939-9694 or email us at support@prosolutionstraining.com.

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