SEMINARS, LECTURES, PROGRAMS, COURSES, FEES, AND REFUNDS

POLICY

1. Any continuing education event which is sponsored, co-sponsored or independently conducted under the auspices of the college Continuing Education Department and/or making use of Sherman College of Chiropractic facilities shall conduct the event under the following conditions:

A. The continuing education course should follow the mission of Sherman College of Chiropractic. The mission is to education doctors of chiropractic focused on the analysis and adjustment of vertebral subluxation.

B. In the event a postgraduate program/event is offering continuing education (CE) credit co-sponsored by Sherman College of Chiropractic, the following attendance verification standards must be met:

   a. A co-sponsored postgraduate program/event must be approved by the director of continuing education.

   b. Attendees and/or participants requesting CE credit will sign/scan in and out with the program attendance monitor and remain in the classroom throughout the program

   c. Should a participant arrive late, leave early, or not remain in the classroom for any portion of the postgraduate program/event for which he or she is requesting credit, the department of continuing education is required to deduct the appropriate amount of time from attendance in compliance with state licensing agencies

   d. The attendance monitor is responsible for providing the department of continuing education with all time sheets or records from an event; hours will be automatically reduced if the sign/scan in and out times are not completed properly.

C. CE credit from a postgraduate program/event will only be awarded to doctors who have graduated from a chiropractic degree program and who provide their chiropractic license number for proper reporting. Students of chiropractic degree programs, chiropractic assistants, and guests may attend postgraduate programs without credit if the sponsor or co-sponsor grants approval.

D. Individuals, organizations or entities that co-sponsor or independently conduct seminars, lectures, programs and courses must use the following items/disclaimers in all promotional literature:

a. "The programs sponsored, co-sponsored or hosted by Sherman College of Chiropractic may not always reflect the views of the college or its employees."

b. "Up to XXX hours of CE are available in select states."

c. The official college logo, if a postgraduate program offers CE credit co-sponsored by Sherman College of Chiropractic

2. All payments of fees accrued by an individual, organization or entity for a co-sponsored post graduate program or event shall be paid via credit card to be held on file until program completion. Any exceptions must be approved by the director of continuing education.

3. Payment of fees for participants of sponsored postgraduate events may be paid with via credit card or with checks made out to Sherman College of Chiropractic.

4. Refunds for Sherman College of Chiropractic sponsored events (not co-sponsored or hosted events) must be requested in writing to the director of continuing education. A participant is eligible for a 50 percent refund if requested; requests must be approved prior to 30 days before the seminar commences.

5. Postgraduate program attendees or participants are responsible to ensure the program is approved in the state for which they wish to receive credit prior to requesting CE credit.

A. The department of continuing education determines which states/provinces to apply for credit in all sponsored postgraduate programs and works in conjunction with co-sponsors to apply for approvals only in states/provinces requested by the seminar, lecture, program or course organizers.

B. Applying for approval from a state licensing agency does not ensure CE credit or license renewal approval.

C. If an attendee's or participant's chosen state/province has not been applied to and they wish to apply for CE credit, a request must be made in writing to the department of continuing education.

a. The department of continuing education will take requests under advisement in sponsored programs, or it will notify seminar, lecture, program or course organizers of the request in the case of a co-sponsored postgraduate program or event.

b. When there is a fee for applying to a particular state licensing agency, it may be the attendee or participant's responsibility to pay the fee in order to apply for approval. (This does not guarantee approval.)

6. The department of continuing education makes every effort to offer all programs as planned; however, it reserves the right to change instructors, location(s), date(s) and/or times as well as cancel programs sponsored by the college.

7. In the event of a co-sponsored event, should an individual, organization or entity violate policy and/or procedure, the department of continuing education reserves the right to remove co-sponsorship at any time during or prior to the postgraduate program. Sherman College of Chiropractic assumes no responsibility for non-refundable expenses incurred by seminar, lecture, program, or course organizers or its registrants.

8. The provisions of this policy shall not be amended, revised, rescinded, otherwise changed or deviated from except with the prior approval of the Administrative Council.