CHILDCARE EDUCATION INSTITUTE
A StraighterLine Company

Certificate Program Enrollment Application

Please type or print in ink all information.

Minimum Enrollment Requirements

Applicants must:

- Be 16 years of age or older
- Hold a high school diploma, GED, or be enrolled as a high school junior or senior in an ECE career program.
- Must be able to speak, read, and write well enough in the language the course is presented in to understand and complete the course material
- Possess or have immediate access to a computer, printer, word processing software, valid and current email address, and access to the Internet through a JavaScript enabled web browser.

Some certificate programs have additional enrollment requirements. Please see the CCEI website (www.cceionline.edu) for complete details.

SECTION 1 – PERSONAL

Last Name _____ First Name _____ MI _____ Former Name _____

Social Security Number† _____ Date of Birth _____ Gender: ❑ Male ❑ Female Marital Status: ❑ Single ❑ Married

Permanent/Home Address _____ City _____ State _____ Zip _____ County _____

( ) _____ ( ) _____ ( ) _____

Home Phone Number Cell Phone Number Fax Number E-mail Address

Are you a U.S. citizen? ❑ Yes ❑ No If not, are you a permanent resident of the U.S.? ❑ Yes ❑ No

Country of citizenship *(if not a U.S. citizen)* _____

†The disclosure of your Social Security Number is optional. ChildCare Education Institute (CCEI) will use this information only for administrative purposes, as more specifically set forth in our privacy policy. Non-disclosure will not affect your application in any way.

SECTION 2 – RECORD

Do you hold a high school diploma? ❑ Yes ❑ No Name of High School Completed: _____

City: _____ State: _____ Graduation Date: _____

If not, do you have a GED/High School Equivalency? ❑ Yes ❑ No GED/High School Equivalency Award Date: _____

If not, are you working towards a high school diploma or GED? ❑ Yes ❑ No Expected Graduation/Award Date: _____

Have you attended college before? ❑ Yes ❑ No Do you have a college degree? ❑ Yes ❑ No Date Awarded: _____

If not, do you plan to continue your education towards a college degree? ❑ Yes ❑ No

What is the highest level of education you have completed?

❑ GED ❑ High School ❑ Some College ❑ Associate's Degree ❑ Bachelor's Degree ❑ Master's Degree ❑ Doctoral Degree

SECTION 3 – EMPLOYMENT

Are you employed? ❑ Yes ❑ No If yes, do you work for a child care center or school? ❑ Yes ❑ No

Name of Employer _____

Employer Address _____ City _____ State _____ Zip _____

( ) _____

Business Phone Number Date of Employment

If you work at a child care center or school, please provide your Director's contact information:

Director's Name _____ Director's Email Address _____ ( ) _____

Director's Phone Number

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SECTION 4 – PROGRAM/TUITION

I am registering for: **Product Code:**

☐ Guided CDA Infant-Toddler Specialization (English)	1312-CDAI
☐ Guided CDA Infant-Toddler Specialization (Spanish)	1313-CDAI
☐ Guided CDA Preschool Specialization (English)	1312-CDAP
☐ Guided CDA Preschool Specialization (Spanish)	1313-CDAP
☐ Guided CDA Birth to Five Specialization (English)	1302-CDAV
☐ Guided CDA Birth to Five Specialization (Spanish)	1303-CDAV

Promo/Voucher/Group Code: _____
(if applicable)

Tuition Cost $ 399.00
Application Fee $
Total Program Cost* $ 399.00

**Textbook costs are additional and are the responsibility of the student.*

Choose your method of payment:

☐ **Credit Card Authorization**

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

_____
Credit Card Number

____/____ _____ _____
Exp. Date CVV Code Billing Zip Code

_____
Card Holder's Name (Please Print)

_____
Card Holder's Billing Address (Please Print)

_____
Card Holder's Signature

☐ **ACH Draft Authorization**

☐ Checking ☐ Savings

_____
Account Holder's Name (Please Print)

_____
Account Holder's Billing Address (Please Print)

_____ _____
Bank Routing # Account #

_____
Name of Bank (Please Print)

_____
Account Holder's Signature

☐ **Scholarship Provider:** Big Blue Marble

I acknowledge that I am financially responsible for the unpaid balance of any fees not covered by my sponsoring agency or scholarship provider. I agree to the

BBMA Scholars are expected to remain employed with BBMA for a minimum of twelve (12) months following the completion of their courses. If employment is terminated at any time during the course period or within one year after course completion, the employee will be required to comply with BBMA's repayment plan for associated educational expenses, whether the termination of employment is voluntary or not.

SECTION 5 – CLOSING

I am aware of and meet the enrollment requirements of the certificate program I am applying for, including, but not limited to having a high school diploma or GED, and understand that I must provide a copy of my diploma or GED within 30 days of enrollment.

I acknowledge that I have read and agree to the terms and conditions pertaining to this certificate program, including the refund policy. I am aware of the program completion deadline and agree to abide by the rules and regulations of the CCEI student handbook as a condition of enrollment in such program. I also acknowledge that I have five (5) days to cancel this enrollment and receive a full refund of Tuition Cost and Application Fees, as long as I have not completed more than 1% of the coursework for such program. After five (5) days or the completion of more than 1% of coursework, any refunds are subject to the CCEI withdrawal and refund policy. I agree to the above financial terms. By submitting this application, I agree to the BBMA Pathways Program scholarship terms, including those listed in the FAQs here.

I hereby authorize CCEI, its affiliates and representatives to provide and remit to my center administration, ownership and any regional or corporate personnel associated with the management and reporting of my education and training as it relates to my job qualifications in any method, whether in writing, orally or electronically, any and all information maintained by CCEI in connection with my enrollment, progress or completion of any program I have been enrolled in or am currently enrolled in with CCEI. I agree to indemnify and hold harmless CCEI, its affiliates, employees, members and representatives from any and all damages, liabilities and costs and expenses that any of them may suffer as a result of any claim or action in any way related to CCEI's transmittal or disclosure of information pertaining to my enrollment in any program with CCEI in accordance with this authorization.

I certify that the information given in this application is true and correct to the best of my knowledge. I understand that misrepresentation, omission of information or failure to complete the process may cause delay in the processing of the application or denial of admission to any program.

Print Name	Signature	Date

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CCEI
Online Certificate Program of Study
Terms and Conditions Acknowledgment
(English)

The party signatory hereto ("Student") agrees, as a condition to, and in consideration of, the use of the services provided by ChildCare Education Institute, LLC ("CCEI") described herein to all of the terms and conditions set forth in this Terms and Conditions Acknowledgment, including all exhibits attached hereto (this "Acknowledgment").

1.0 SERVICES. Subject to the terms and conditions of this Acknowledgment, and in consideration of the payment of the fees set forth in Section 4 below, CCEI shall use reasonable efforts to provide to Student at a website designated by CCEI ("Website") a web-based instructional program ("Program") comprised of coursework earning CEUs, as listed on the "Tuition and Fee Schedule"). CCEI shall also make available to Student an Education Coach fluent in the language of the program to support the Student in his/her completion of the Program (the Program and such Education Coach services, collectively, the "Services") for the term of this Acknowledgment as outlined in Section 6.0. CCEI has the reasonable right, at its sole discretion, to change or modify the Services and the methods and means by which they are provided, provided that the basic functionality and quality of the Services will not be materially reduced.

2.0 COURSEWORK COMPLETION CERTIFICATE. CCEI will issue to Student a certificate confirming completion of all coursework comprising the Program (the "Completion Certificate") if Student (a) satisfactorily completes such coursework comprising the Program in accordance with the terms and conditions of this Acknowledgment and the Student Handbook, including terms relating to timelines for completion of such coursework, (b) pays in full all amounts in respect of registration, tuition, books and fees for the Services (collectively, the "Program Fees"), including without limitation, any such amounts that have been financed by CCEI or its affiliates, and all other amounts owing hereunder and (c) submits documentation showing that they have a minimum of a GED. CCEI does not grant the Child Development Associate Credential and does not guaranty that any such Credential will be granted. Student acknowledges that he/she must contact the Council for Professional Development for further details on requirements to receive the Child Development Associate Credential. Student hereby acknowledges that he/she may obtain a current copy of the Student Handbook at http://www.cceifame.com/pdf/student_handbook.pdf and he/she has read, reviewed and understands the provisions in the Student Handbook and agrees to comply with all of the terms and conditions provided therein. Student hereby further acknowledges that the Student Handbook may be amended at CCEI's sole discretion from time to time and Student will be responsible for complying with any such amended terms and conditions.

3.0 TERMS AND CONDITIONS OF SERVICES.

3.1 License to Access the Services. CCEI will grant to Student a nontransferable, non-exclusive, temporary license for the term specified in this Acknowledgment, without the right to sublicense (the "License"), to access the Website and use the software and course content part of the Program (the "Software") solely for Student's personal training and professional development purposes in accordance with the terms and conditions of this Acknowledgment and the Student Handbook. Student shall make no attempt to: (a)) save, alter, modify, adapt, translate, create derivative works of, merge with other software or content, improve, reverse engineer, disassemble or decompile the Software, including without limitation the object and source code thereof or the content provided on the Website; including without limitation, the content part of the Services (b) interfere in any manner with the hosting of the Software, the hosting hardware or network, or the Program and content or Services associated therewith; or (c) sublicense, distribute, sell, lease, rent, loan or otherwise transfer the Software, Website, Services, or any of Student's rights under this Acknowledgment or otherwise use or provide access to the Software, Website, or Services for the benefit of any person other than Student, or operate a reseller service, time sharing, or other similar service.

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3.2 Security and Format of Services. Web access to and use of the Software and Services is through a combination of an ID and a password, which will not be effective until activated by CCEI. Student shall keep its ID and password confidential. Student will be responsible for all transactions entered through and under its Student ID and any such transactions will be deemed to have been completed by Student. Use of the Software, Website, or Services shall be deemed to be acceptance of all of the terms and conditions of this Acknowledgment. Student shall be responsible for providing, at his/her sole cost, all telecommunications equipment, hardware, software, Internet access and all other necessary equipment to connect, access and use the Website and the Services. Access to the Services is subject to interruption at CCEI's reasonable discretion for purposes of performing upgrades, maintenance, backup and other necessary work. CCEI shall make reasonable efforts to notify Student of any significant interruptions to the Services that may be reasonably anticipated and that are under the control of CCEI. In addition, access to the Services may be interrupted from time to time due to unforeseen software, hardware, equipment, network, power, Internet or other outages.

3.3 Student Data and User Information. Student will be solely responsible for providing CCEI with his/her name, email address, and other relevant data for use by CCEI in performing the Services. Student acknowledges and agrees that he/she is the only authorized user of the Website, Software, and Services on the subscriber account under Student's assigned ID and password, and he/she will not permit any access thereto by any third party. Any Completion Certificates granted to, or earned by, invalid or unauthorized users will be rescinded and records of such training will be deleted from said transcripts.

4.0 PRICING AND PAYMENT.

4.1 Payment of Program Fees. In consideration of the License and the Services provided to Student under this Acknowledgment, Student shall pay CCEI the Program Fees, as outlined in the CCEI Tuition and Fee Schedule and accommodating any active promotion where the valid promotion code is listed. Program Fees shall be payable on the date of this Acknowledgment unless Student is eligible, and has applied, for funding from applicable scholarship sources or third party financing from sources approved by CCEI and CCEI has received evidence of such eligibility and completion of application. CCEI accepts VISA, MasterCard, American Express, and ACH Debit Processing as forms of payment. Unless Student elects to obtain a refund pursuant to the conditions specified in Exhibit A attached hereto, all Program Fees not paid on the date of this Acknowledgment shall be due and payable on the earlier of the date of receipt of any scholarship or financing funding or on the date of receipt by CCEI of any denial of payment of any amount of funding of the Program Fees from any scholarship or financing source. Any amounts remitted by, or received by Student from, any such scholarship or financing source for Student's account in respect of the Program shall be promptly remitted to CCEI and applied to the Program Fees. Student acknowledges that any such scholarship or financing may have its own eligibility criteria and terms and conditions and he/she is solely responsible for obtaining or maintaining such eligibility for any such funding, including without limitation from any sources approved by CCEI. CCEI will have no obligation in connection with Student obtaining or maintaining any such funding. Student acknowledges that he/she is solely responsible for payment in full of the entire Program Fees and any failure to receive any partial or full funding from any other scholarship or financing source will not affect Student's obligation to pay in full all Program Fees. CCEI reserves the right to change pricing terms for the Services at any time, unless otherwise specifically agreed in writing by CCEI.

4.2 Non-payment of Program Fees. CCEI reserves the right to suspend, disconnect, or otherwise terminate immediately, Student's access to the Software, Website, or Services in the event of non-payment of any Program Fees at the time due in accordance with this Acknowledgment and any Order Form. On any and all Program Fees past due, Student agrees to pay interest at the lesser of 1.5% per month or the then-highest interest rate allowable under applicable law. Student is responsible for all costs and expenses of CCEI in enforcing this Acknowledgment, including without limitation, reasonable legal and collection fees. Student may reinstate enrollment in the Program after any such termination resulting solely from non-payment upon payment, within 15 days of the date of any such termination for non-payment, of a reactivation fee of $25.00 and payment in full of all Program Fees and other amounts then owing hereunder; provided, however, Student must still meet all eligibility criteria, including without limitation, time deadlines for coursework completion, otherwise applicable to receive a Completion Certificate.

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4.3 Drop/Refund Policy. Notwithstanding anything to the contrary herein, Student shall not be entitled to any partial or full refund or abatement of any Program Fees paid or payable prior to or after termination or completion of the Program or Services for any reason except as specifically provided pursuant to the Drop/Refund policy described in Exhibit A attached hereto.

5.0 TITLE TO SERVICES, PROPRIETARY INFORMATION AND TRADEMARKS.

5.1 Title to Services. CCEI retains (i) all right, title and interest in and to the Software, Website, and Services and all related documentation and materials, and (ii) all copyrights, patent rights, trade secret rights and other proprietary rights in the Software, Website and Services.

5.2 Website, Services and the associated documentation. Student agrees that CCEI shall have any and all right, title and interest in and to any and all modifications, design changes, upgrades, or improvements of the Software, Website, and Services, whether or not suggested by Student, without the payment of any additional consideration therefore to Student.

5.3 Proprietary Information. All information and the terms and conditions of this Acknowledgment shall be considered "Proprietary Information" of CCEI. Student further acknowledges that CCEI's Proprietary Information is deemed to include valuable trade secrets and confidential business information proprietary to CCEI and/or third parties providing services to CCEI. Accordingly, Student shall hold the Proprietary Information disclosed by CCEI confidential and use such Proprietary Information only in connection with Student's receipt and use of the Services.

5.4 Trademarks. The trademarks and trade names, whether registered or unregistered, associated with the Software, Website, and Services are the exclusive property of CCEI. This Acknowledgment gives Student no rights therein. Student shall not use CCEI's trademarks and trade names in any manner, including without limitation, on any advertising or promotional materials, except with the prior written consent of CCEI.

6.0 TERM AND TERMINATION. This Acknowledgment shall terminate upon the earlier to occur of any of the following: (a) completion of the Program, (b) termination by CCEI or Student upon written notice to the other person if the other person materially breaches this Acknowledgment and does not cure such breach within 15 days after written notice of such breach (c) termination by Student in accordance with Drop/Refund Policy described in Exhibit A attached hereto and (d) the program end date or the last date of any extension granted pursuant to the Student Handbook. Upon the termination of this Acknowledgment for any reason, the License granted herein shall immediately terminate and Student's access to the Software, Website, and Services shall be immediately terminated. The rights and duties of CCEI and Student under Sections 4, 5, 7, 8, 9, 10 and 11 shall survive the termination or expiration of this Acknowledgment.

7.0 LIMITED WARRANTY AND DISCLAIMER.

7.1 Limited Warranty. CCEI's sole obligation, and Student's exclusive remedy, for any failure or interruption in the Services, or breach by CCEI of any warranties or other obligations under this Acknowledgment, shall be to terminate this Acknowledgment as provided in Section 6, in the event of a material breach by CCEI, or require CCEI to use reasonable efforts to restore access to the Services as soon as reasonably possible and/or to cure such breach.

7.2 Disclaimer. Except as expressly set forth in this Section 7.2, the Services and all other data and materials provided in connection with this Acknowledgment by CCEI and its suppliers are provided "AS IS" and "AS AVAILABLE," without representations or warranties of any kind. TO THE FULLEST EXTENT PERMISSABLE UNDER APPLICABLE LAW, CCEI MAKES NO OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF NONINFRINGEMENT OR ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR

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FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE OF TRADE. CCEI DOES NOT WARRANT THAT THE SERVICES WILL BE PROVIDED ERROR-FREE OR UNINTERRUPTED. In addition to any disclaimers set forth elsewhere in this Acknowledgment, Student agrees and acknowledges that CCEI shall in no event be held responsible for any problems with the Services attributable to the public Internet infrastructure or Student's ability to connect to the Internet. Additionally, Student acknowledges and agrees that CCEI shall not be responsible for any defect, failure or non-conformity resulting from improper use, neglect, accident, unreasonable use, or modification by Student or any third party.

8.0 LIMITATION ON DAMAGES. In the event CCEI is found to be liable for any breach of its obligations hereunder, its liability shall be limited to the amount of Program Fees paid by Student to it hereunder. CCEI shall not be liable for any claims, losses, or damages of Student or any other individual or entity or for lost profits or any special, indirect, incidental, consequential, or exemplary damages or the costs of procurement of substitute products or services arising under this Acknowledgment, howsoever arising, even if CCEI has been advised of the possibility of such damages in advance.

9.0 ASSIGNMENT. Student may not assign or transfer all or any portion of its rights or obligations under this Acknowledgment without the prior written consent of CCEI. CCEI may assign its rights and delegate its obligations under this Acknowledgment to any third party.

10.0 GENERAL. This Acknowledgment, any related Fee Schedule or Order Form, and the Student Handbook constitutes the entire understanding and agreement of CCEI and Student, and supersede any and all oral or written agreements or understandings between Student and CCEI, as to the subject matter hereof. In the event of any conflict between the Order Form, Student Handbook and this Acknowledgment, this Acknowledgement shall govern. The failure by CCEI or Student to enforce any right or claim against the other person shall not be construed as a waiver by such person of any such right or claim and any waiver by such person of any breach hereof shall not be construed as a waiver of any subsequent breach. This Acknowledgment shall be governed by and construed in accordance with the laws of State of Georgia applicable to agreements made and to be performed within the State of Georgia, without regard to its conflict of laws provisions. If any provision of this Acknowledgment shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. No modification or waiver of any provision of this Acknowledgment shall be effective unless made in writing and signed by CCEI and Student.

11.0 PRIVACY OF INFORMATION. Personal information of Student provided to CCEI is used solely for the purpose of administering Services as outlined under this Acknowledgment and in connection with reporting to state and federal agencies or workforce registries. Pursuant to the Privacy Act, 5 U.S.C. Section 522A, Student's disclosure of his/her social security number is voluntary. Student's social security number will be used for governmental statistical purposes. CCEI will not share or sell to third parties not affiliated with CCEI any personal information of Student for the purpose of marketing, list accumulation or solicitation. CCEI may, from time-to-time, communicate with Student via email, fax, phone, or mail using the personal information provided for communication in connection with the Services and/or marketing of additional products offered by CCEI or its affiliates.

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EXHIBIT A
CERTIFICATE PROGRAM DROP/REFUND POLICY

- So long as Student is not in breach of the Acknowledgment, Student may at any time, prior to their program end date, request withdrawal from their certificate course of study. The "Effective Date of Termination" will be the date that the student notifies CCEI, and receives a confirmation of notification, that they want to withdraw from the program. CCEI requires students to complete an Official Withdrawal Notification Form (available online), for withdrawal processing to occur, but the "Effective Date of Termination" will be the date of first confirmed notification. Receipt by CCEI of such Official Withdrawal Notification Form may be by means of facsimile, e-mail or postal mail. Student acknowledges that he/she is responsible for obtaining confirmation of withdrawal notification and receipt of form.
- Students who withdraw within 5 days (considered the 'grace period') of enrollment and who have completed less than 1% of the Program will receive a full refund of Tuition Cost and Application Fees.
- Students who withdraw after the grace period or who have completed at least 1% of their Program, will be eligible for refunds based on the following chart. The chart shows the percent of Tuition Cost to which Student will be entitled based on number of days of enrollment in the Program (calculated from the Effective Date of Termination) or the percentage of completion of the coursework completed prior to the Effective Date of Termination. Such refund amount will be calculated based on the higher of percentage days completed or percentage coursework completed. (For example, if Student has been enrolled in the Program for 4% of the allowable days prior to termination and has completed 20% of the Program, the 20% figure will be used to calculate the refund. If Student has been enrolled in the Program for 30% of the allowable days and has completed 15% of the Program, the 30% figure will be used.)

GREATER OF

Enrollment Period	**% of Program Completion**	**% of Tuition Cost Refunded or Abated**
Less than 5% of allowable days	Less than 5%	95%
5-10% of allowable days	5-10%	90%
10-25% of allowable days	10-25%	75%
26-50% of allowable days	26-50%	50%
Over 50% of allowable days	Over 50%	0%

- CCEI will refund any Tuition Cost to which Student is entitled and for which it has received payment from student within 30 days from the receipt of the Official Withdrawal Notification Form.
- If Student is unable to complete a Program because of a cancellation or material change in the Program by CCEI, CCEI will use reasonable efforts to make accommodation to allow Student to complete the Program. If CCEI is unable to provide a means for completion of the Program to Student, then within 30 days of the date of determination by CCEI that it will be unable to allow Student to complete the Program, CCEI will refund all Program Costs it has received from Student.

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Submit Completed Forms:

- Through the Student Portal on FAME
- By Email to studentservices@cceionline.com

Transfer of Professional Development Courses Form

To be completed by the Student (please type or print legibly)

Date of Request: _____ **Student ID**: _____

Student Name: _____ _____ _____
Last **First** **Middle/Former**

Address: _____
Street

_____ _____ _____
City **State** **Zip**

Home Phone: (_____) _____-_____ **Daytime Phone**: (_____) 399.00 -_____

Email Address: _____

Current Certificate Program: _____

Education Coach Name: _____

By typing my name below, I indicate I am the student named above and have read and understand the Transfer of Professional Development Courses Policy as outlined in the Student Handbook.

_____ _____
Student Signature **Date**

For Internal Use Only

Student Services:	**Approval Signature:**
Date Received: _____	
FAME ID#: _____	
Enrollment Date: _____	
Transcript Reviewed: _____	
# of Courses Approved for Transfer: _____	
Date Courses Transferred: _____	
Student Notified: _____	

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