



Letter of Agreement: The following information is to detail both the Child Care Health Consultant as well as your Company's obligation in conducting a successful training.

1. Besides agreed price per class a travel fee may occur of .56/mile for long distances.
2. There is a 5 business day cancellation policy prior to class via email for credit towards another class; however you may replace student with new student as long as you let trainer know in writing and new student has proper prerequisites. Credit for proper cancellations must be used within 30 days. There are no refunds. Refer to website for prerequisites for each class.
3. Registrations are only complete once class date and time agreed upon & full payment received. Correct prerequisite information to include students' names & emails/cells also required by trainer. If payment not received or canceled then client that arranged for class is still liable as well as liable for any legal fees or filing fees accrued by trainer to collect the fees due. Admissions 15 minutes prior to class to sign in and if over 15 minutes late will be sent home without refund.
4. Once you register for a class; you will receive a paypal invoice for your records. Please read invoice to make sure it is correct. You may pay by paypal which is an extra 3% or sign and date both invoice and "Letter of Agreement" and mail check with copy of these signed papers to: Jill Durand 12232 Valleybrook Dr. Henrico, VA 23233 ASAP so class does not fill up.
5. Students must be able to read and write in English. If a student has any allergies or physical handicaps such as unable to use stairs or limited use of hands or arms; trainer must be made aware of this prior to class to make arrangements for a class in a suitable environment.
6. Classes will be conducted by a registered nurse that is an approved trainer and is also a Child Care Health Consultant.
7. If a class must be canceled by Medicert LLC, a makeup date will be granted that is suitable to both parties. All make up dates must be made within 30 days of cancellations.
8. Many classes have mandatory prerequisite material available on website for you to study and print prior to class as well as directions to class. Email concerns/questions regarding this contract prior to signing. Email: jill@medicertllc.org or jilldpill@live.com or call 804-337-7658. Discuss setup for class you are hosting in advance with trainer.

Date: _____ Class: _____

Responsible Party's: Signature/School/Title: _____

Student's Name: _____

Phone/email: _____

Jill Gallier-Durand RN/BSN/CEO Medicert LLC 804-337-7658