

Frequently Asked Questions:

When can I register my employees?

Please refer to the registration form for the deadline to register your employees. The course will follow our academic calendar and will be offered twice per year (Spring and Fall). Participants must finish the 16 hours by the last day of the semester. For the Spring 2017 Semester that date is May 9th.

How will my employees receive their Login and Password?

The participant will get an email invite from coursesites.com and instructor Chris Rambo, inviting them to the course. The participant should follow the instructions in the email. If they have any questions, please contact instructor Chris Rambo at 1-479508-3309 or crambo2@atu.edu . The participant can also call the help line listed at coursesites.com .

Where does my employee access the course?

www.coursestites.com . However, the initial invite email will assist the participant in setting up their ID/PW.

Will my employees receive a certificate when finished with the 16 hours of online training?

Yes, ATU-Ozark will print certificates and mail them to the jail administrator. Certificates will only be printed and mailed once per month.

What if my employee does not finish the entire 16 hours or does not need all 16 hours?

Participants cannot earn partial completion or partial hours for the course. Participants must go through the entire course and will then be issued a certificate for completing the 16 hours.

Does my employee need to view/take all 16 hours in one sitting?

No, the participant can login or logout at their choosing but they are responsible for returning to the spot in which they left off.

How much does the course cost?

The course costs \$150 per participant which gives that participant access to all 16 hours of continuing education. Invoices will be sent out to each detention center after the course has opened to the participants.

How will my detention facility be billed/invoiced?

Invoices will be mailed to the billing contact listed on the registration form. Invoices will go out once the course has a minimum number of 13 participants to then open the course.

How will I know the course is open and has met the 13 participant minimum in order to offer/open the course?

The course is open to detention centers across the state. Once we have 13 participants total from across any number of detention centers, ATU-Ozark will email the jail administrator or contact listed on the registration form to let them know the course is now open and their employees will be sent an invite email to the course.

If I filled out the registration form and sent it in, and later find out I need to register additional employees, what do I do?

Please fill out another registration form and send it in.