

PARISH PLAN ONLINE PROGRAM NONCREDIT INDIVIDUAL COURSES & GROUP SEMINARS

Parish Procedures

1. Sign and return Parish Plan Agreement.
2. Determine tuition fee for your members and record on the master Online Program Enrollment (See section D). Distribute copies of this enrollment form.
3. Collect Online Program Enrollment Forms.
4. Complete the Online Program Coordinator's Form.
5. Send the following to CDU:
 - a. Online Program Enrollment Forms for each participant
 - b. Online Program Coordinator's Form
 - c. One payment for the total amount
 - 3-9 enrollments at \$110 each
 - 10 or more enrollments at \$95 each.

When CDU enters the individual enrollments, the participants will receive an automatic email explaining to them how they are to develop their username and password and log into the course or seminar.

Online Course Participant Requirements

- Read each lesson's online lecture and assigned textbook readings.
- Complete the open book objective assignments and Final Exam online.
- Complete the course evaluation.

Each course should be completed within two months. A certificate and grade report is sent to the student upon completion of the course.

Online Seminar Participant Requirements

- Login to the conference site at least once a week to read the weekly lecture and any additional reading that may be required by the instructor.
- Participate in the weekly discussion.
- Complete the seminar evaluation.
- Submit a one-page reflection paper within two weeks from the end of the seminar for those who wish to receive certification (1 CEU or 10 clock hours).

Please note that participants are not required to submit a one page reflection paper at the end, only those who wish certification.

Online Program Coordinator Requirements

The Local Coordinator is responsible for the enrollment process as listed above. After the enrollment process, the participants will be working with CDU. Once a year, the Coordinator will be asked to complete an Online Program Evaluation form and forward this to CDU.