

MPC PRO SERIES MICRO-CREDENTIAL PROGRAM POLICIES

GETTING STARTED

BY REGISTERING FOR THIS MICRO-CREDENTIAL PROGRAM, YOU AGREE TO THE TERMS AND CONDITIONS OF THE POLICIES LISTED BELOW.

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE REGISTERING.

REGISTRATION POLICY

- The registration process must be completed by the individual taking the course. You may not register another individual using your account.
- Students must register using their **full legal name** as shown on government-issued photo I.D.
- Accommodations can be made for students with special physical and/or learning needs. Medical documentation may be required. Please email education@MPC.ca *prior to* registration.
- Any course communication is through email. Please ensure the information in your online profile is accurate and up to date.
- By registering in this course, you acknowledge and authorize the sharing of your information for the purposes of verifying continuing education (CE) or professional development (PD) hours, where applicable.
- By registering in this course, you acknowledge having read and understood the policies, expectations and tenets outlined in the [Learner's Code of Conduct](#), and agree to abide by them.

Please direct your general inquiries and course changes to education@MPC.ca

CANCELLATION POLICY

- Cancellation requests must be received via email at education@MPC.ca within five (5) calendar days of the purchase date. To be eligible for cancellation, students must not have started any of the online courses.

MPC PRO SERIES MICRO-CREDENTIAL COURSE POLICIES

PARTICIPATION POLICY

PROGRAM PARTICIPATION AND COMPLETION POLICY

- Access to online studies is available immediately upon registration.
- Once you register for a micro-credential program, you have six (6) months to complete all required courses within that program. All courses within a particular micro-credential program must be completed in order to earn your certification.
- A micro-credential program consists of several courses, sometimes called “modules.” All courses are available upon registration and can be completed in any order, with no required sequence.
- Each course includes an end-of-course quiz to verify comprehension. Successfully completing the quiz marks that course as complete.
- All courses within a particular micro-credential program must be completed in order to earn your certification.
- If a micro-credential certification expires, the expiry date will be clearly shown on the program description page, on your certification, and on the “My Activities” page. If no expiry date is shown, your certification does not expire.

CONTINUING EDUCATION (CE)/ PROFESSIONAL DEVELOPMENT (PD)

- Completion of a micro-credential program may count towards continuing education (CE) or professional development (PD) hours; eligibility depends on each province's regulatory requirements. Please refer to the individual micro-credential program page for details.