AHEC ONLINE ON DEMAND COURSE GUIDELINES:
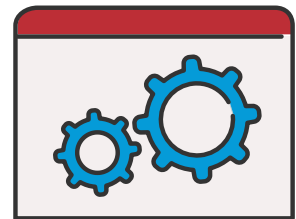
- Link to this online CE activity will be delivered via email.
- You can also access your purchased On Demand Courses by clicking the "My On Demand Course" link on the AHEC Store.
- Login for course material, take the post test (at your convenience), and receive certificate online immediately after successful completion of test.
- Login information is the same email and password used to purchase products from AHEC's Store online.
- A passing grade is 75% or higher – the program will notify you if you have not passed with a 75% or higher and you have three chances to pass.
- To access/print your certificate you will need to click the title of the course under the "Certificate of Completion" section below the course material and "Take Test" section.

APPROVAL EXPIRATION:

All On Demand Courses approvals have an expiration date. Some of our On Demand Courses are approved for one year, others for two years. Whether an On Demand Course is renewed at the end of its expiration date is determined by the materials content and relevancy. *AHEC recommends if you plan to purchase an On Demand Course to complete at a later date that you contact us to confirm the expiration date.*

System Requirements for Video Based Course:

- Windows XP or higher
- Macintosh
- Adobe Flash Player
- One gigabyte (GB) of RAM

AHEC ON DEMAND REFUND POLICY:

Please note that an issued certificate is not guaranteed upon purchase of our On-Demand homestudy products. To ensure eligibility for a certificate, it is imperative to adhere to and fulfill all instructions outlined in the course materials. The purchaser bears the responsibility of confirming that the credited hours align with their specific credit requirements.

Refunds are not provided for on-demand courses. However, we offer tuition credit for courses that have not been accessed and are unwanted by the purchaser. This credit can be utilized towards other available courses within our catalog.