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## Policy: E -Learning Online

### Introduction

This policy shall apply to all e-Learning courses offered by Pest Control Industries Training Academy (PCITA). It is not the intent of this policy to replace any existing policies set forth by the Academy, but where necessary, to define new or to expand existing policies and procedures to ensure the most effective implementation and support of e-Learning courses

E-Learning is defined as a formal educational process in which instruction takes place in its entirety or partially through computer-mediated communications. Instead, the interaction between the Academy and students is mediated using interactive computer technologies

Students will gain official admission by completing the enrolment process which includes registration and payment of course fees on the PCITA website

The facilitator will assist with the information to students who are registering for the course

The student enrolling in online courses must have basic computer, Internet, and keyboarding skills

The student must have access to a computer with ISP (Internet Course Provider), a web browser and an email account. Students may use the desktop productivity software of their choice if their facilitator can access their work

The student must be able to understand, read, speak, and write English

Technical support for the course is available through the facilitator

The student can start a course any time after her/his payment is reflecting in PCITA's bank account

The student can complete a course any time after he/she received password and a link to access the course

Students who enrolled for online courses will be assessed online at the end of the course. This evaluation will be available electronically. When the student is done with the assessment and has been found competent, he/she will be able to download and print the attendance certificate online

Student code of conduct policy:

- Be self-motivated and self-disciplined
- Be a good time manager
- Approach the course with a desire to learn
- Develop needed technology skills

This website is operated by PCITA (Pest Control Industries Training Academy) NPC. Throughout the site, the terms “we”, “us” and “our” refer to PCITA. PCITA offers this website, including all information, tools, and courses available from this site to you, the user, conditioned upon your acceptance of all terms, conditions, policies and notices stated here

By visiting our site and/ or purchasing the course from us, you engage in our “Courses” and agree to be bound by the following terms and conditions (“Terms of Courses”, “Terms”), including any additional terms and conditions and policies referenced herein and/or available by hyperlink. These Terms of Courses apply to all users of the site including, without limitation, users who are browsers, vendors, customers, students, merchants, and/ or contributors of content

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You may not use our products for any illegal or unauthorized purpose nor may you, in the use of the Courses, violate any laws in your jurisdiction (including but not limited to copyright laws)

You must not transmit any worms or viruses or any code of a destructive nature

A breach or violation of any of the Terms will result in an immediate termination of your Course

## **GENERAL CONDITIONS**

We reserve the right to refuse attendance to a course to any person for any reason at any time

You understand that your content (not including credit card information), may be transferred unencrypted and involve (a) transmissions over various networks; and (b) changes to conform and adapt to technical requirements of connecting networks or devices. Credit card information is always encrypted during transfer over networks

You agree not to reproduce, duplicate, copy, sell, resell, or exploit any portion of the Course, use of the Course, or access to the Course or any contact on the website through which the course is provided, without express written permission by us

The headings used in this agreement are included for convenience only and will not limit or otherwise affect these Terms

## **ACCURACY, COMPLETENESS AND TIMELINESS OF INFORMATION**

We are not responsible if information made available on this site is not accurate, complete, or current. The material on this site is provided for general information only and should not be relied upon or used as the sole basis for making decisions without consulting primary, more accurate, more complete, or more timely sources of information. Any reliance on the material on this site is at your own risk

This site may contain certain historical information. Historical information, necessarily, is not current and is provided for your reference only. We reserve the right to modify the contents of this site at any time, but we have no obligation to update any information on our site. You agree that it is your responsibility to monitor changes to our site

## **MODIFICATIONS TO THE COURSE AND PRICES**

Prices for our courses are subject to change without notice

We reserve the right at any time to modify or discontinue the course (or any part or content thereof) without notice at any time

We shall not be liable to you or to any third-party for any modification, price change, suspension, or discontinuance of the course

We do not warrant that the quality of any courses, information, or other material purchased or obtained by you will meet your expectations

## **OPTIONAL TOOLS**

We may provide you with access to third-party tools over which we neither monitor nor have any control nor input

You acknowledge and agree that we provide access to such tools” as is” and “as available” without any warranties, representations, or conditions of any kind and without any endorsement. We shall have no liability whatsoever arising from or relating to your use of optional third-party tools

Any use by you of optional tools offered through the site is entirely at your own risk and discretion and you should ensure that you are familiar with and approve of the terms on which tools are provided by the relevant third-party provider(s)

We may also, in the future, offer new courses and/or features through the website (including, the release of new tools and resources). Such new features and/or courses shall also be subject to these Terms of Course

## **USER COMMENTS, FEEDBACK AND OTHER SUBMISSIONS**

If, at our request, you send certain specific submissions (for example contest entries) or without a request from us you send creative ideas, suggestions, proposals, plans, or other materials, whether online, by email, by postal mail, or otherwise (collectively, ‘comments’), you agree that we may, at any time, without restriction, edit, copy, publish, distribute, translate and otherwise use in any medium any comments that you forward to us. We are and shall be under no obligation (1) to maintain any comments in confidence; (2) to pay compensation for any comments; or (3) to respond to any comments. We may, but have no obligation to, monitor, edit or remove content that we determine in our sole discretion are unlawful, offensive, threatening, libelous, defamatory, pornographic, obscene, or otherwise objectionable or violates any party’s intellectual property or these Terms of Course

## **PERSONAL INFORMATION**

Your submission of personal information through the Academy is governed by our Privacy Policy

## **ERRORS, INACCURACIES AND OMISSIONS**

Occasionally there may be information on our site or in the Course that contains typographical errors, inaccuracies or omissions that may relate to course descriptions, pricing, promotions, offers and availability. We reserve the right to correct any errors, inaccuracies, or omissions, and to change or update information or cancel orders if any information in the Course or on any related website is inaccurate at any time without prior notice (including after you have submitted your order)

We undertake no obligation to update, amend or clarify information in the Course or on any related website, including without limitation, pricing information, except as required by law. No specified update or refresh date applied in the Course or on any related website, should be taken to indicate that all information in the Course or on any related website has been modified or updated

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We do not guarantee, represent, or warrant that your use of our course will be uninterrupted, timely, secure, or error-free

We do not warrant that the results that may be obtained from the use of the Course will be accurate or reliable

You agree that from time to time we may remove the course for indefinite periods of time or cancel the course at any time, without notice to you

You expressly agree that your use of, or inability to use, the course is at your sole risk. The course and all products delivered to you through the course are (except as expressly stated by us) provided 'as is' and 'as available' for your use, without any representation, warranties or conditions of any kind, either express or implied, including all implied warranties or conditions of merchantability, merchantable quality, fitness for a particular purpose, durability, title, and non-infringement

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## **INDEMNIFICATION**

You agree to indemnify, defend, and hold harmless PCITA, subsidiaries, affiliates, partners, officers, directors, agents, contractors, licensors, course providers, subcontractors, suppliers, interns, and employees, harmless from any claim or demand, including reasonable attorneys' fees, made by any third-party due to or arising out of

your breach of these Terms of Course or the documents they incorporate by reference, or your violation of any law or the rights of a third-party

## **SEVERABILITY**

In the event that any provision of these Terms of Course is determined to be unlawful, void, or unenforceable, such provision shall nonetheless be enforceable to the fullest extent permitted by applicable law, and the unenforceable portion shall be deemed to be severed from these Terms of Course, such determination shall not affect the validity and enforceability of any other remaining provisions

## **CHANGES TO TERMS OF COURSE**

We reserve the right, at our sole discretion, to update, change or replace any part of these Terms of Course by posting updates and changes to our website. It is your responsibility to check our website periodically for changes. Your continued use of or access to our website or the Course following the posting of any changes to these Terms of Course constitutes acceptance of those changes