





## Policies

### PE and FE Exam Review Courses

#### Course Guarantee

If a course participant does not pass the exam corresponding to the course taken, the participant may retake the same course at no cost, subject to the restrictions outlined below, provided he/she attended at least 80% of the class sessions and completed 80% of the homework.

- A course repeated at no cost must be taken within one year/two exam cycles of the initial course.
- A course may only be retaken one time at no cost. Subsequent courses may be taken at the appropriate cost based on the membership status of the participant.
- Homework must be completed by the date of the exam corresponding to the course taken. Any homework completed/received by MSPE after the exam date will not be accepted and will not count toward the course guarantee.

#### Homework

- It is recommended that students attempt at least some of the homework problems that correspond to each class subject in order to bring specific questions to the instructor for that class. Completing the homework prior to each class subject is not required.
- Homework will be briefly reviewed by instructors at each session for those students attending at the live course site. Instructors will not check homework for accuracy and homework will not be collected by instructors.
- Students attending via Webinar should send their completed homework to the MSPE office prior to the exam date corresponding to the course taken. Homework can be sent electronically or hard copy, and can be sent all at once at the end of the course or in smaller segments throughout the course.

#### Webinar Requirements

Participants attending the course via Webinar are required to have access to a computer with suitable Internet access. Participants will have a choice of VoIP audio through the participant's computer or participating via conference call.

- There is no cost to use the VoIP option and no software is required (GoToWebinar will automatically allow you access to VoIP audio when you log on to the webinar). Your computer must have speakers and it is recommended you have an internet connection speed of at least 384 kbps. (To check your connection speed, go to [www.internetfrog.com](http://www.internetfrog.com). Connecting to the internet using cable or DSL service or higher should be a sufficient speed.) Participants can only speak to the instructor using the VoIP option if they have a headset and microphone. Participants will be able to hear the instructor through the computer speakers, and participants can type questions to the instructor in the GoToWebinar chat box during the presentation.
- To use the telephone option, participants must use a land line phone and are responsible for their own long distance charges. Participants can speak to the instructor using this option. Participation via cell phone is not permitted due to frequent issues with feedback/static and audio disruption.
- Additional information and instructions on their audio option will be sent to each participant with course materials.

#### Payment

Payment for the course must be made in full and received by MSPE prior to the start of the course. Course materials will not be sent to the participant until full payment is received. If payment in full is not received, the participant may be denied enrollment until full payment is received.