



Professional
Development

Terms and Conditions

Cancellation Policies:

Registrations for live, virtual trainings cancelled 30+ days before a scheduled training will receive a full refund less a 10% processing fee; 15-29 days in advance receive a 50% refund; and less than 15 days do not receive a refund but may be replaced by another participant. Exceptions may be made for extenuating circumstances or emergency cancellations. All refund, cancellation, or registration (participant or date change) requests should be sent to Pam Hoggard at phoggard@hillcenter.org.

Payment:

Payment may be made by credit card online or by submitting a PO request. Payment is due in full within 30 days of invoicing. Any individual or entity with an outstanding payment cannot register for, receive a contract for, or attend any Hill professional development until outstanding payments have been received. Individuals or entities with a history of overdue payments will be required to pay in advance for future contracts and registrations.

Online Courses:

All online course registrations are valid for one year from the date of registration. If not completed within one year, access to the course will be cancelled and no CEUs or refunds will be awarded. There will be no refund once the learner has accessed the pathway.

HillRAP Observations:

All participants in HillRAP training are required to complete one observation within 6 weeks of beginning program implementation. If not completed within 12 weeks of beginning program implementation, access to the Hill Learning System and HillRAP app will be cancelled.

HLS/HillRAP Digital Licenses:

A one-year software, curriculum, and online portal license is included in the HillRAP training. Once training has been completed and HLS access has been granted, the license is non-refundable. If an administrator or teacher seeks to enroll in HillRAP but does not plan to implement, please indicate during registration and the licensing fee will not be charged. Licenses must be renewed annually to continue implementing HillRAP Digital. The 2020-21 licensing fee is \$250 per teacher.