

KTC Student Agreement Lymphedema Therapy Certification Course

The following agreement is made between the participant registering for the Lymphedema Therapy Certification course as indicated on the registration form and Klose Training & Consulting, LLC (hereafter KTC).

Confirmation

After acceptance into the program, each participant will receive a confirmation letter indicating the exact starting and ending times as well as pertinent information about the location of the course.

Class Times

For exact class hours, dates and times, please refer to the information provided in your confirmation letter and/or refer to the KTC website. For example, the KTC Lymphedema Therapy Certification course provides a total of 135 hours of instruction: 45 hours of e-Integrative Home Study plus 90 hours of classroom instruction over 9 consecutive days. Usual class hours are Friday through Saturday (of the following week), 8:00 a.m. – 7:00 p.m.

Home-Study Course

A 45-hr Home-Study Course will be sent to the participant and must be completed prior to the class. This portion of the training provides extensive information about the anatomy and physiology of the lymphatic system and lymphedema. It facilitates a smooth entry and progression through the in-classroom instruction. The Home-Study Course consists of an Online Module, a Home-Study Course Manual, a DVD about the treatment of lymphedema, and assigned readings. The successful completion of the accompanying online quizzes is required prior to the first day of class.

Tuition & Refund Policy

Lymphedema Therapy Certification Course

The total tuition for the course is \$3,100.00. A deposit of \$700.00 is required at the time of registration and will hold your spot until the total amount is due three (3) weeks prior to the first day of class. Please note that \$100.00 of the deposit is non-refundable. After receipt of the Home-Study materials, the full deposit of \$700.00 will become non-refundable.

Withdrawal or dismissal of a student after the class has started, but prior to 50% completion of the class, will result in a refund of 50% of the entire tuition. The total amount of \$3,100.00 will become non-refundable after 50% of the class is completed regardless of the reason for withdrawal or dismissal.

Upper Extremity (UE) Lymphedema Therapy Certification course

Lymphedema Therapy Certification course for MLD-Certified Therapists

The total tuition for the course is \$2,100.00. A deposit of \$700.00 is required at the time of registration and will hold your spot until the total amount is due three (3) weeks prior to the first day of class. Please note that \$100.00 of the deposit is non-refundable. After receipt of the Home-Study materials, the full deposit of \$700.00 will become non-refundable.

Withdrawal or dismissal of a student after the class has started, but prior to 50% completion of the class, will result in a refund of 50% of the entire tuition. The total amount of \$2,100.00 will become non-refundable after 50% of the class is completed regardless of the reason for withdrawal or dismissal.

Attendance

100% attendance of each participant is required. Students who miss more than five (5) hours of any Lymphedema Therapy Certification course may not be permitted to take the final exam and, therefore, will not receive a Certificate of Completion after the program is finished. The class hours of each seminar are outlined in the confirmation letter. Additional hours for homework are expected. All students must be in class on time.

Certificates

In order to receive a Certificate of Completion at the end of the Lymphedema Therapy Certification course, the tuition must be paid in full with all required documentation submitted and the participant must pass both the written and practical exams as required by the instructor. KTC will gladly replace lost or damaged certificates at the request of the student. The first replacement certificate is complimentary; additional replacement certificates will be subject to a \$15.00 fee plus the cost for postage.

Scope of Certificate/Certification

While the purpose of this course is to prepare the participant to work with and/or on patients with lymphedema, this lymphedema therapy certification must be regarded as adjunct to your existing professional license/diploma, e.g. physical or occupational therapy license. Therapists treating patients with lymphedema must be in possession of an active license/diploma and work in compliance with the scope/guide of practice set forth for their profession by the state, county and/or municipality in which they work. This lymphedema therapy certification is not a “stand-alone” certification.

Cancellation of Classes:

If a course is cancelled due to an insufficient number of registrations, all moneys received will be refunded or transferred to another class as elected by the registrant. In case of cancellation of the class for any other reason, a new course will be scheduled and all payments will be transferred. In the event that the presenter falls ill, the class will be rescheduled.

Withdrawal and Dismissal

Withdrawal from the program may result in a loss of the learner’s deposit/tuition moneys. Any participant may be dismissed from the program for insufficient progress, non-payment of tuition, or non-attendance. Reinstatement following dismissal is up to the discretion of the instructor. For applicable refunds, please refer to the refund policy on page 1 of this agreement.

Failing the Course

While KTC has a very high pass rate in our Lymphedema Therapy Certification courses, occasionally, a student is unable to satisfactorily complete the written and/or practical exams. These students will not be awarded a Certificate of Completion. However, these students will be allowed to repeat the course one (1) additional time within one (1) year at no tuition expense to re-learn the concepts of lymphedema therapy and attempt to satisfactorily complete the exams. Should the participant fail to retake the course within one (1) year from the time of the original course date or fail to complete the course successfully for a second time, the student may enroll again by paying the full course tuition. Any tuition discounts for students repeating the course a third time is at the sole discretion of KTC.

Purpose of Training/Non-Compete

The participant agrees that the purpose of the KTC Lymphedema Certification course is to provide training and certification for the procedures known as Manual Lymph Drainage (MLD) and Complete Decongestive Therapy (CDT) plus other lymphedema-related topics. The student shall not, under any condition, solicit for competing purposes, the training and certification of other therapists. Although the student is free to distribute information concerning lymphedema, the student shall **not** be permitted to train nor certify any other person in MLD and/or CDT unless granted instructor privileges under KTC guidelines.

All materials provided in this course are, unless otherwise stated, the property of KTC. Copyright and other intellectual property laws protect these materials. Reproduction and re-transmission of the materials, in whole or part, in any manner, without prior consent of the copyright holder, is a violation of copyright law. Individuals must preserve any copyright or other notices contained in or associated with the materials. Users may **not** distribute copies to others, whether or not in electronic form, whether or not for charge or consideration, without prior written consent of the copyright holder of the materials.

I, _____ hereby agree to the conditions of the KTC Lymphedema Therapy Certification
(print name)
Course Student Agreement.

Student Signature Date