



**ADULT REMEDIAL COURSE
TRAINING AGREEMENT**

ENTERPRISE NAME Addictions Resource Center, INC (ARC-ip)	
ENTERPRISE ADDRESS PO Box 807 Yellow Springs, OH 45387	
NAME OF CURRICULUM USED NW Safety Council - Coaching the Experience Driver	DPS APPROVAL # 1335

TRAINING

NAME OF SCHOOL
Athens; Chillicothe; Dayton; Dublin; Fairborn; Findlay; Middletown; Sharonville; Springfield; Wilmington; Piqua; Mt Orab; Grove City; Mason _____
agrees to provide 8 hours of Adult Remedial instruction that meets all Ohio requirements as stated in ORC 4510.037.

The fee for said instruction is \$ _____ or with the DIP \$25.00; Replacement Certificates are an additional \$15.00

All information and interactions will be only completed with the client identified below. We will not communicate with family members for any reason.

PRIVACY POLICY

NAME OF SCHOOL
Addictions Resource Center, INC
will not share any personal or financial information regarding any person participating in this course. Unless such information is required by a governmental agency to complete the requirements of this course.

FINAL EXAMINATION

A student must correctly answer seventy-five percent (75%) of the final examination questions. If a student does not correctly answer seventy-five percent of the final examination questions, the student shall have the opportunity to retake the final examination one additional time. If the student fails to score at least seventy-five per cent after taking the examination the second time, the student shall be required to retake the course.

INAPPROPRIATE BEHAVIOR AND PARTICIPATION

Dismissal Policy: If a student is deemed to be using inappropriate behavior or not participating in the course, they will be dismissed.
Refund Policy: The course fee will not be refunded and the student will not be readmitted to a course at this school.

CERTIFICATE OF COMPLETION

A certificate of completion will be issued to all students that successfully complete all course requirements. The requirements are: actively participating in and attending all eight hours of instruction and attainment of a score equal to or greater than 75% on the final examination.

GRIEVANCE PROCEDURE

If a student has a grievance, the complaint must be brought to the attention of the instructor in a respectful manner. The student and instructor will then attempt to settle the complaint. If the complaint is still not resolved, the owner, instructor and student will attempt to settle the complaint. Should both parties not be able to reach an agreement that is acceptable to both parties, the matter can be referred to the Department of Public Safety through the Driver Training Program Office, 1970 West Broad Street, Columbus, Ohio 43223.

SCHOOL OFFICIAL NAME (print or type) Addictions Resource Center, INC (ARC-ip)	SIGNATURE OF SCHOOL OFFICIAL X <i>WL Houser-Thomas PsyD LACDC-CS</i>	DATE
STUDENT NAME (print or type)	SIGNATURE OF STUDENT X	DATE

I understand and accept that I cannot change the filing status of this certificate after it is issued _____