



ADULT REMEDIAL COURSE TRAINING AGREEMENT

ENTERPRISE NAME Recovery Services of Northwest Ohio	
ENTERPRISE ADDRESS 511 Perry Street Defiance Ohio 43512	
NAME OF CURRICULUM USED Recovery Services of Northwest Ohio	DPS APPROVAL # 1232
TRAINING	
NAME OF SCHOOL Recovery Services of Northwest Ohio	agrees to provide 8 hours of Adult Remedial instruction that meets all Ohio requirements including ORC 4510.037.
The fee for said instruction is \$100.00.	
Replacement Certificates of Completion will be provided at an additional cost of \$5.00.	
PRIVACY POLICY	
NAME OF SCHOOL Recovery Services of Northwest Ohio	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	
<i>Dismissal Policy:</i> If a student is deemed to be using inappropriate behavior or not participating in the course, they will be dismissed.	
<i>Refund Policy:</i> 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 Ohio Traffic Safety Office, 1970 West Broad Street, Columbus, Ohio 43223.	

SCHOOL OFFICIAL NAME (print or type)	SIGNATURE OF SCHOOL OFFICIAL X	DATE
STUDENT NAME (print or type)	SIGNATURE OF STUDENT X	DATE