



Wisconsin Assisted Living Association

83.15 Participant Guidelines

Course Fees

Current WALA Member: \$2,000

Non-WALA Member: \$2,400

Registration for Administrators Course

Wisconsin Assisted Living Association (WALA) strives to offer an optimum learning environment for all participants. In order to maintain that philosophy, there is a maximum enrollment of 45 people per course offering. This is based on a first-come, first-served basis. Those who have registered and have paid for the course in full will receive an email confirmation within three business days. Participants who register after the maximum capacity is met will be offered the next available WALA 83.15 course available or will be put on a waiting list.

Participants who have not paid for the course in full will not be granted a seat in the course nor on a waiting list to attend. Participants who arrive at the course without registering in advance will not be permitted to attend.

Registration Process:

1. Participants may register for this course in one of four ways: internet, fax, telephone, or U.S. mail. After the registration

information and payment by check, money order or credit card (VISA, MasterCard, Discovery, and American Express) has been submitted and processed, registration or a wait list status will be confirmed. The participant will receive a confirmation email with further course information.

2. It is expected that participants register with the intent of completing the course within the initial consecutive nine-day course offering.
3. The cut-off date for refunds is seven business days prior to the first day of the scheduled course. Refunds will not be given out after this date. Refunds prior to this date will be subject to a \$50.00 administrative fee. Substitutions will be accepted up to seven days prior to the course beginning.

Participant Responsibilities

Check-in will begin each day at 7:15 a.m. and conclude at 7:45 a.m. Participants are expected to arrive on time each day. The course will begin each day promptly at 8:00 a.m. Those arriving more than 30 minutes late on any day will not be permitted to attend the half-day and may forfeit the full-day session.

Upon check-in, participants will be asked to present a photo ID for proof of identification. If

participants do not bring an acceptable form of ID listed below, they will not receive a Certificate of Completion at the end of the course. Acceptable forms of ID are:

1. Current driver license
2. Current non-driver identification card
3. Current federal, state, or local government-issued identification card (including military)
4. Current tribal enrollment card with photo or other form of photo tribal identification
5. Current passport
6. Current student identification card

Photocopies of ID's are not acceptable. Participants are prohibited from misrepresenting their identities or falsifying information to obtain admission to the course.

In addition, all participants should bring pen/pencil, water and snacks if desired, and dress in layers or bring additional clothing as temperatures may fluctuate in the training space. WALA will provide refreshments and rolls at the start of each training day and an afternoon snack at break.

A one-hour lunch break is scheduled during each day of training as well as two fifteen minute breaks. Participants provide their own lunch.

Misconduct

Participants who engage in any of the following conduct may be dismissed from the course and any Learning Assessment scores received to date will not be recorded and course fees will not be refunded. Examples of participant misconduct are:

- Creates a disturbance, is abusive, or otherwise uncooperative
- Does not silence or uses pagers, cellular phones, or PDAs while class is in session;
- Participates in continuous disruptive conversation while the instructor is presenting;
- Attempts to take the Learning Assessment for someone else.

Learning Assessment

At the conclusion of each week, participants will be given an open-book Learning Assessment of the course content which was covered during that week either by instructor or in the course materials. This assessment will range from 30-45 multiple choice questions per week. Participants are given two hours (120 minutes) to complete the assessment. At the start of weeks two and three, participants will be allowed to review the Learning Assessments from the week prior.

The pass/fail status will be a combined score from the three assessments. The participant must receive a cumulative score of 87 correct out of the total 105 possible (83%) to successfully complete the course.

WALA uses a question bank to generate a variety of Learning Assessments. Each participant's Learning Assessment may vary from others participating in the same course.

Re-Testing

Participants who do not pass the course assessments will be notified by email and U.S. mail along with details on how to take the

open-book re-test. The re-test will be one Learning Assessment with 105 questions. Retests will not be broken out by course week. There is no additional fee for the first retest.

Retests will be issued via email. Upon receipt of the email, participants will have five business days to complete the re-test.

Upon successful completion of the test, participant and BAL will be notified in the same manner as initially stated above.

Participants are eligible for up to three open-book re-tests. Participants who do not pass the initial re-test will be eligible to try again. The second and third re-tests are each subject to a \$50.00 administrative fee. Once this fee is received in the WALA office, participants will be sent the re-test via email.

WALA uses a question bank to generate the re-tests. Your re-test(s) may vary from your course Learning Assessment questions.

The open book re-tests are submitted to the participants with the intent that the participants will complete the test on their own.

Re-tests will be scored within seven business days of receipt. Notification of the pass/fail status to participants and to BAL will follow the process previously noted.

If a participant does not pass the third re-test, they will be required to register and complete the 83.15 course again.

Requests for Special Learning Assessment Accommodations

WALA complies with the Americans with Disabilities Act (ADA) and is dedicated to ensuring that individuals with disabilities are not deprived the opportunity to successfully complete the Learning Assessment solely by reason of disability.

Upon confirmed registration to the course, contact the WALA office if you are in need of special accommodations to complete the Learning Assessments. WALA will work with you to provide an optimum learning environment.

Report of Results

Within 15 business days of the completion of the training course, participants will receive an email with the status of their course completion. WALA will also submit a letter with the completion status via U.S. mail to the participant. Those who successfully complete the course will also receive a Certificate of Completion via the U.S. mail. To protect confidentiality, status of course completion will only be given to the participant and the Bureau of Assisted Living (BAL).

Within 15 business days of course completion, WALA will also submit an attendance roster along with Certificates of Completion via email to BAL of those who have successfully completed the entire training course.

Copyrighted Course Materials

All course materials are the copyrighted property of WALA and/or Senior Living University (SLU). It is forbidden under federal copyright law to copy, reproduce, record, or distribute the course materials by any means in

whole or in part, in ways other than offered in the course.

Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on any given course day, WALA will determine whether circumstances warrant the cancellation and subsequent rescheduling of that particular course day. The course day will usually not be cancelled/rescheduled if the WALA instructor(s) is able to reach the course site.

If the course day is cancelled/rescheduled, all participants will be notified with the cancellation and rescheduled date via email. In addition to notification via email, participants will be provided with a WALA phone contact number to call to check if the course is cancelled.

Refunds and Reschedules

The cut-off date for refunds is seven business days prior to the first day of the scheduled course. **Refunds will not be given out after this date.** Refunds prior to this date will be subject to a \$50.00 administrative fee.

WALA will not issue a refund for participants unable to complete the course after the cut-off date. Participants will be encouraged to reschedule for the next available training course. Classes rescheduled within seven business days will be subject to a \$100.00 administrative fee.

WALA recognizes that scheduling conflicts are often unavoidable. WALA asks participants to recognize that in order to stay in compliance with the state requirements, as well as offer a high quality course we must set high standards for course participation. This means that participants who miss a portion of the course for any reason will not be considered to have successfully completed the training course until they have completed all required core sessions. WALA will work with the participant to reschedule to the next available training class offered that covers the course content missed. Participants must call the WALA office at (608) 288-0246 to reschedule for the next available course. A rescheduling fee of \$50.00 will apply each time a participant must reschedule to the next course date. The rescheduling fee must be received by the WALA office before you will be rescheduled to the next course.