

Home Study Policies & Procedures

- **Tuition:**
 - **Recorded Lectures:** these are designed to provide 6 hours of credit and are available as audio CDs or audiovisual DVDs. Tuition is \$50 for CDs and \$75 for DVDs.
 - **Text-Based:** books may be purchased individually or with continuing education credit at an additional tuition of \$5 per hour; articles are also available at \$5 per hour of continuing education.
- **Continuing Education:**
 - **Nationally Accredited Professions:** credit is available nationwide for licensed nurses, psychologists, social workers, MFTs, dental professionals, and pharmacists.
 - **Selected Professions:** credit is available for most states or topics for counselors, speech-language pathologists, physical therapists and educators. Review the home study catalog for accreditation.
- **Shipments:**
 - Please allow 5 to 7 workdays from the date we receive your order.
- **How to Receive Home Study Credit:**
 - 1) Submit your online order for the programs you wish to complete.
 - 2) Receive your course materials within 5 to 7 workdays. For recorded programs, watch or listen to the lecture and review the course outline prepared by the instructor. For text-based programs, review the written materials.
 - 3) Complete the intuitive multiple-choice questions or short-written essays based on the course objectives. A passing score is 70%. In the unlikely event that you need to retake the exam, you may do so without penalty or fee. You have at least one year to complete any of the programs.
 - 4) Submit the completed evaluation and exam to IBP by email at ceu@4brain.org, fax at (209) 710-8306 or mail at IBP Distance Learning, PO Box 2238, Los Banos, CA 93635.
 - 5) Certificates of credit are provided upon successful completion of the exam and the evaluation form. Let us know if you wish to receive your certificate by email, fax, or mail.
- **30-Day Refund and Return Policy:** if not completely satisfied, you may exchange the materials for a recorded program or book of equal value or receive a refund minus a \$15 processing fee by sending the materials in resalable condition to: IBP Distance Learning, PO Box 2238, Los Banos, CA 93635.
- **Dedicated Customer Service:** call (888) 202-2938 to inquire about program content, instructors, corrections, grading, or problem resolution. You may also provide comments, request disability accommodations, or submit a formal grievance. IBP complies with ADA requirements.
- **The IBP Experience:** we are the leading provider of accredited programs concerning the brain and behavioral sciences. Programs include fascinating and informative presentations by outstanding and highly qualified instructors. DVDs are an excellent alternative to television and CDs are ideal for long commutes. Our non-profit organization has been providing home study programs since 1985.