SELF-STUDY (HOME STUDY) FOR ADMINISTRATORS AND LICENSEES ORDER FORM

COMPLETE ONE ORDER FORM FOR EACH PERSON ORDERING. YOU MAY MAKE A COPY OF THIS FORM FOR EACH ADDITIONAL PERSON.

LICENSE NUMBER: _____ EXPIRATION DATE: _____ STATE OF LICENSURE: _____

SHIP TO:
STUDENT'S NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
IS THIS A RESIDENTIAL OR COMMERCIAL ADDRESS? _____
TELEPHONE (PLEASE INCLUDE *AREA CODE*): _____
FACSIMILE: _____ E-MAIL: _____
HOW DO YOU WANT YOUR CERTIFICATE SENT TO YOU? (Select ONE Only) __ Mail __ Fax
You must have a dedicated fax line number (a line not shared with a telephone) to receive your certificate via fax. EduServ, Inc. will mail your certificate if you do not indicate a delivery method.
HOW DID YOU HEAR ABOUT EDUSERV, INC? __ Mail __ Internet __ Business Associate __Other (Please specify)
_____

Course Title	Cost
Merchandise Total	
Michigan Residents Add 6% Sales Tax	
Shipping and Handling – Circle ONE Only* **Standard Shipping and Handling (Booklets via First-Class Mail = Add $5.00 for the first course; $3.75 for each additional course.)** **OR** **Adobe® Reader® (PDF) Documents via E-mail = FREE Shipping and Handling** EduServ, Inc. will send your order via first-class mail if you do not circle one of the S&H options above or if you select the E-mail option but do not provide an E-mail address. For overnight delivery, please call 888.243.2241 (toll-free outside of Michigan) or 313.562.3708 (Michigan customers).	
Total Enclosed	

THANK YOU FOR YOUR ORDER!

Course Policies: The date EduServ, Inc. receives your answer sheet is the date of issuance stated on your certificate. **To verify receipt of your FAXed answer sheet, FAX request for verification to 313/730-5932. EduServ, Inc. will respond via fax.** Please do not call EduServ, Inc. regarding your fax transmittal; the customer service representative does not have information about faxes. To ensure your privacy, EduServ, Inc does not provide test results (pass or fail) over the telephone. If you elected to have your certificate faxed and your fax fails to receive the certificate after three attempts, EduServ, Inc. will mail your certificate. One certificate included in the cost of each course.** All orders and requests processed 10:30 am – 4:30 pm, M – F, excluding holidays. Contact EduServ, Inc. if you do not receive your course or certificate within 10 days of submitting your order form or answer sheet, respectively. Otherwise, EduServ, Inc. considers the order complete. There will be a fee for misplaced, lost, or duplicate certificates; repeated tests, format change orders, and course transfers. If materials are returned to us within 30 days of invoice date, in the same condition as shipped, we will issue you a credit for another course. You have up to 45 days of invoice date to take advantage of a credit. Not responsible for P.O. box without street address listed. All returned checks to this merchant are subject to an automatic debit from the check writer's account including a maximum returned check fee as permitted by law. Courses must be completed within 12 months for continuing education credit, except AZ administrators must complete AZ-approved courses by 09/13/08; NV administrators must complete NV-approved courses by 12/31/08; and KS administrators must complete KS-approved courses by 12/01/08. Records maintained for five years. Availability, prices, and course policies are subject to change without notice. For complete license requirement information (e.g., specific/core subject matter, CEU requirements/changes), contact your licensing board or credentialing organization. You are responsible for collection fees, court costs and reasonable attorney fees to enforce the course policies.

* All S&H Prices for First-class mail and E-mail Courses Applicable to Same Person, Same Address. ** Mailed and Faxed Certificates Applicable to Same Person, Same Address.

MAKE CHECK OR MONEY ORDER PAYABLE TO **"EDUSERV, INC."** AND MAIL TO**:**

EDUSERV, INC.
P.O. BOX 5098
DEARBORN, MI 48128
TEL: 888/243-2241 (toll free outside of MI) or 313/562-3708
FAX: 313/730-5932 E-MAIL: info@eduservinc.com WEB: www.eduservinc.com

COPYRIGHT © 2004 – 2008, EDUSERV, INC. ALL RIGHTS RESERVED.