**CHCP E-Learning Certification Programs: Terms and Conditions (General Overview)**

**Introduction** These Terms and Conditions govern your participation in the Certified Healthcare Professional (CHCP) e■Learning Certification Programs. By enrolling in any CHCP online course, you acknowledge that you have read, understood, and agree to abide by these policies. **1. Eligibility for Enrollment Admission Requirements:** All applicants must possess a high school diploma or GED. Certain programs (e.g., healthcare certifications) may require additional background checks. **Age Requirement:** You must be at least 18 years old at the time of enrollment unless otherwise specified by the program. **Healthcare Program Prerequisites:** For specialized certifications such as Medical Assistant, Dental Assistant, or Billing and Coding, the following may also be required: Up■to■date immunization records Proof of current CPR certification Health clearance forms, particularly if an externship or clinical placement is part of the curriculum **2. Program Access** Upon successful enrollment and payment of all required fees, you will receive credentials to access the CHCP online learning portal (e.g., Blackboard or our proprietary LMS). You are responsible for maintaining: A reliable internet connection A compatible device (computer, tablet, etc.) Necessary software, including a modern web browser and a PDF reader **3. Course Completion Deadlines** Each e■Learning program is designed to be completed within a predetermined timeframe (typically six months for certification preparation courses). You must finish all coursework, including assignments, quizzes, and final exams, by the program's official end date. Extensions are granted only in exceptional circumstances. To request an extension, you must contact CHCP support well in advance of your deadline and provide valid justification. Approval of extensions is at CHCP's discretion. **4. Privacy and Data Protection Data Collection:** We collect personal information you provide during enrollment (e.g., name, contact details, educational background) to administer your account and courses. **Use of Information:** Your data is used to facilitate course delivery, process payments, provide technical support, and communicate program updates. **Data Security:** CHCP implements reasonable administrative, technical, and physical safeguards to protect your information against unauthorized access, disclosure, or alteration. **Third-Party Services:** We may share certain data with third-party providers (e.g., payment processors, LMS hosts) under strict confidentiality agreements and only to the extent necessary for service delivery. **Privacy Rights:** You have the right to access, correct, or delete your personal data. To exercise these rights, contact staff.support@chcpexams.com. **Data Retention:** Personal data is retained only as long as necessary for program administration and to comply with legal obligations. *Please review the full Terms and Conditions document for additional policies on fees, academic integrity, and technical support.*