Payment for the 100 Hour Personal Care Home Administrator Course

Class Start Time: 8:30 am

Class Dates:

1st Class- Wednesday, August 19, 2015 -- CPR/First Aid.*

Otherwise:

1st Class- Wednesday, August 26, 2015 (The CPR/First Aid module on August 19th is optional if you have already submitted a valid CPR and valid First Aid certification; valid through December 2015.)

Classes are held at Tuttleman Learning Center – Room 300 AB. 1809 N 13th Street (near the corner of 13th and Montgomery)

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1. You should have already completed a Course Registration. If you have not read any of the details or requirements about the course or if you have not completed a course application, please go to:  http://sites.temple.edu/pcha100hour

2. Once you have completed the application you will receive a confirmation email from the system. If you did not, please contact me at andrea.warner@temple.edu to let me know that you have finished the application but you did not receive a confirmation. You may also call: (717) 232-6400 or toll-free (866) 769-1860.

3. You must set up a payment profile (unless you have previously taken a Temple Non-credit course before and created a profile for it. If you have a Temple Noncredit profile you may skip all of this Step #3) Go to: noncredit.temple.edu or click on the following link http://sites.temple.edu/pcha100hour/important-class-requirements/ and then select “ PCHA Full Course Payment”. The Destiny One payment system handles the actual billing for the course.

   a. Go to the top right hand side of the screen and select Log in

   b. Choose to Log in as a new user

   c. The system will prompt you through creating a payment profile: You name, address, phone number, email address and date of birth are the major required pieces of information.

   d. Save your profile.

4. Once the profile has been created, please contact me. I have to perform a step on the system so that you can proceed and make payment (payment can be in the form of Cashier Check,
Money Order, Credit Card or Debit Card. You may not use a personal check. You may not pay with Cash).

a. When you contact me let me know a) if you plan to get hard copy manuals and b) if you plan to waive the CPR and First Aid module. If so, you need to get a discount code from me in order for the price to be adjusted.

5. Once I have done that step, I will contact you.

6. You can log back into noncredit.temple.edu with the user id and password that you created in Step #3 and select the individual module or modules that you want to register and pay for.

   a. You also have the option of selecting hard-copy printed materials. They are $9.00 for each module. If you don’t select them you will receive an electronic version.

   b. If you want hard-copies, it is cheaper to order them all at once

7. Once you have selected your courses – whether all at once or one or two individually, you can check out and pay for your courses. You can choose to select modules each week and pay as you go.

8. **Paying by check:** We accept Cashier Checks or Money Orders – No personal checks are accepted. We also cannot accept Cash. If you choose the Pay as you go option and you choose to pay via cashier check or money order, payment must be received before the class session begins.

Payments by Money Order or Cashier Check can be completed as follows:

- Make out to: **Temple University**

- Mail to:

  Temple University- Harrisburg
  234 Strawberry Square
  Harrisburg, PA 17101
  Attn: Andrea Warner – 100 Hour

Thank you!