



# Certified Green Institute

## Green Education Training

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PO Box 434, Plainfield, IL 60544

### ENROLLENT INFORMATION

Dear Education Officer,

We have endeavored to make the integration of our Green training courses as simple as possible. Our courses are ready to use and well-prepared. Once you enroll in the program you will be given access to all of our courses. You need only download and print what you need for those in training.

We also know how tight money can be, so we ask that your organization commit at least \$500 that will be used for training courses. It is a kind of pre-purchase that can be increased to whatever your organization would like to budget. Simply complete the attached form and mail or fax it in. We will keep an accounting of all courses ordered against your deposit. When the account runs out, simply determine how much you wish to put into the program to continue.

In the alternative, we will hold a credit card for your company and deduct the discount payment amount from that card as exams are sent through for grading and certification. This makes your task easier as well. Essentially, we will work with you.

So, enrollment is very simple and gives your organization immediate access to the download files. In BOP facilities, we will even accept proof of a commissary payment for those taking our courses.

Once you send in the attached form, we will work with the appointed officer to provide full access to the training materials and support your training efforts. We look forward to working with our existing and new BOP facilities.

Sincerely,

*David Elliott*

Certified Green Institute

(815) 609-4546 or email [delliott@greencleaninstitute.com](mailto:delliott@greencleaninstitute.com)

# BOP Request Form

## Green Jobs Training Program

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Our facility would like to enroll in the Green Jobs training program offered through the Green Clean Institute™. **There is no payment required for this enrollment.** You need only to follow the steps below, and you will be contacted by one of our representatives who will make sure that our program is made available to your office. They will answer any questions you may have about our program.  
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### TERMS OF THIS SERVICE

- 1- The Certified Green Institute shall provide the Education Officer with access to the Green Job Training Courses. These courses are available to the Educational Officer by sending an email containing PDF files for each course and/or sending links to the web page where these courses are located.
- 2- The Education Officer shall assist in: 1) Posting a list of courses that are available through the Green Jobs Program, 2) Documenting/ Processing requests from inmates who want to take courses through the Green Jobs Program, 3) Getting funds approved for payment of training courses offered through the Green Jobs Program.
- 3- There are two ways to pay for these training courses. The first way is to pre-pay for a certain amount of training courses. The payment must be approved by the financial department of that facility, and it can be done by check or credit card. The Pre-order option is the easiest way to get certifications and test results for your students. It is a good idea to account for inmate orders so that you know which courses are being requested and how many courses to order. The Educational Officer will have to submit an order form that will list the various courses being taken and the quantity for each course that is needed. We will use this order form to keep track of the exams that you send through for each inmate. Because the courses have already been paid for, you will simply fax the exams to our offices, and you will receive immediate exam results and certificates within a few days.
- 4- The second way is to verify that a commissary payment is made for each inmate who is receiving training and certification through our Green Jobs training program. Commissary payments are usually made by Treasury Checks, and they are sent by mail to the Green Clean Institute. This is not the most effective way, and the inmate will have to be patient as the check and the certificate is being sent through the mail. Certificates issued by the Green Clean Institute will not be sent until the Treasury Check has been received. Also, the Educational Officer must provide a mailing address where all certificates will be sent to that officer and not an inmate mailing address.
- 5- The Education Officer shall monitor each exam that is taken by one of their inmates. Retakes will be provided by the officer if the inmate fails the exam. It is the responsibility of the Educational Officer to fax each exam to the GCI office for grading and to deliver each certificate once they have been received.

# FAX THIS FORM TO (866) 869-1680

## BOP Request Form

Facility Name: \_\_\_\_\_

Education Officer: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

We will make a deposit of at least \$500 in pre-paid courses

We will pay for courses individually through credit card or commissary payment

All materials are under federal copyright rules and permission is given to the participating facilities to download, reprint, copy, and distribute the GCI training materials per our guidelines. No rights are given to sell, distribute, or market these materials in any form outside of the facility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this application to:

**Green Clean Institute, Inc (Green Certified Institute)**

**PO Box 434**

**Plainfield, IL 60544**

**Ph (815) 609-4546 - Fax to (866) 869-1680 - office@greencleaninstitute.com**