



Certified Green Institute

Green Education Training

PO Box 2359, Rolla, MO 65402

ENROLLENT INFORMATION

Dear Education Officer,

Our education programs have been greatly improved. All courses have been revisited with an eye on Green Jobs and Entry Level opportunities. You will find that we embed numerous job pointers in each course. For example, our "Recycling and Waste Management" is surprising everyone. There are more than 30 job applications discussed, and the information is great.

We have made access very simple for you are well. Just register with us and we'll grant immediate access to the training courses. You merely sign-in and download what you need for your students. We constantly update the information, so you always get the latest version. Tests come with the material, so everything is ready for use.

Yes, we do offer our courses online as well if that is what you need. Some require the paper format with a download. Others training centers can use our eLearning platform for 24/365 access for any aspiring student.

Our program tracks student progress and provides a certificate from a credible organization. Payment for classes is made in advance. We require a minimum of \$500 deposit which is used as advanced payment for exams being submitted.

I encourage you to use a program already being used by several prison and workforce-type training centers. These are one-of-a-kind courses that have been recently revised for maximum benefit.

Sincerely,

David Elliott

Certified Green Institute

(573) 612-8424 or email info@greencleaninstitute.com

Job Training 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. Classes are easily available by PDF download or by our new eLearning program. Start anytime and we'll track the results.
- 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- Payment is made in advance. The minimum payment is \$500, but larger amounts allow the program to be provided without need for constant payment updates. We track all progress and will tally the funds available, provide test grading and certification, and upgrade courses for best results.
- 4- **Download Courses:** The Education Officer shall monitor each exam that is taken by one of their students. Re-takes will be provided if the student fails the exam. It is the responsibility of the Educational Officer to fax each exam to the CGI office for grading and to deliver each certificate once they have been received.
- 5- **eLearning Courses:** For the eLearning courses, we only need the name and email of the person. In the event the person does not have an active email, use a mock email, such as: bobparson@trainingcenter.org.
- 6- Time frame: Paper coursework and exams should take no more than 30 days to complete. eLearning programs should be completed in 30 days or less. We allow up to 60 days for completion. If the student requires more time, it will be given upon request.
- 7- Certification is based upon course completion and a successful exam submitted. We do allow for re-takes of the exam without additional cost.
- 8- **Specialty Courses:** If your training center has a special request for a training course, we will consider it as long as it seems to have application on a broad market. In some cases, corporate training for a job requires a standard training course that we may be able to provide.

FAX THIS FORM TO (877) 442-1246

Training Center 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 make a deposit of \$_____ in pre-paid courses

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 2359

Rolla, MO 65402

Ph (573) 612-8424 - Fax to (877) 442-1246 - office@greencleaninstitute.com