

## IMPORTANT PARTICIPANT INFORMATION FOR ONLINE CLASS ONLY

Thank you for considering the University of Tennessee Parenting Apart: Effective Co-Parenting Class, which is offered online using videos and a self-paced presentation.

- If you need special accommodations (i.e., disability, language, etc.), please contact the UT Extension Office at the number below.
- **Technical Requirements:** You must have a working email address, phone number, and reliable internet/data access to take this online course. **This is non-negotiable.** You may take the class at our office using a conference room computer. Please inquire about this if needed.
- **Registrations and Payment:** You must be registered and pay (\$45) to receive the online course via email.
- **Payment by Check:** If payment is made by check, it must clear the bank before your certificate of completion is issued. If payment does not clear, there will be a \$30 processing fee on repayment.
- **Course Timeline:** This course is self-paced, so you do not have to complete it in one sitting. You have 90 days to complete the course from the time it is emailed to you. If you do not complete the course within 90 days, you will forfeit both the fee and your certificate of completion, with no reimbursement.
- **Confirmation of Completion:** Once the discussion questions and course evaluation are completed, you will be contacted within 3 business days to confirm your completion and to discuss how you would prefer to receive your certificate.
- **Additional Certificates:** There is a \$10 processing fee if more than one certificate of completion is ever needed. We do keep your completion records for 5 years.
- **Certificate Distribution:** We can provide a certification of completion to you via mail, email, or pickup. It is your responsibility to ensure that the court has received that certification.
  - Your certificate will be mailed to the address you provided in your registration unless you notify us of a different address.
- If your case has not been filed, you may still take the course, and you can receive a certificate at a later date. You are personally responsible for ensuring we receive the correct court information once your case is filed.

By completing the payment, you confirm that you have read and understood the above information.

If you need assistance while completing the course, you can contact Schancey Chapman at the contact information below between 8:00 a.m. - 5:00 p.m.

**Schancey Chapman | Office: 731-645-3598 | Email: [schjspea@utk.edu](mailto:schjspea@utk.edu)**

**ONLINE REGISTRATION FORM:  
CO-PARENTING CLASS**

**You must complete all parts of this registration form.**

You have the option of mailing this form with payment or coming by the UT Extension office with payment

**Mailing Address:**

Co Parenting Class Registration, 703 Industrial Park Rd. Selmer, TN 38375

**Make Checks Payable to the University of Tennessee**

**PLEASE PRINT CLEARLY**

**Personal Data:**

**Name:** \_\_\_\_\_  
(as you'd like it shown on your certificate)

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_  
(If we cannot reach you money/class certificate could be forfeited)

**Gender:** \_\_\_\_\_ **Are you Hispanic/Latino:** YES NO

**Ethnic Background**(circle all that apply): Black/African American Asian  
White/Caucasian American Indian/Native American Pacific Islander/Native  
Hawaiian More Than One Race Other Prefer Not To Say

**Court where divorce is filed** (e.g. McNairy Co. General Session):

\_\_\_\_\_

**Docket Number:** \_\_\_\_\_

**Name of other parent (spouse/ex/partner):** \_\_\_\_\_

**Method of payment:**

\_\_\_\_\_ \$40 Cash \_\_\_\_\_ \$40 money order \_\_\_\_\_ \$40 check \_\_\_\_\_ \$40 Debit/Credit Card

OFFICE USE ONLY

\_\_\_\_\_ paid \_\_\_\_\_ email \_\_\_\_\_ completed \_\_\_\_\_ pickup certificate