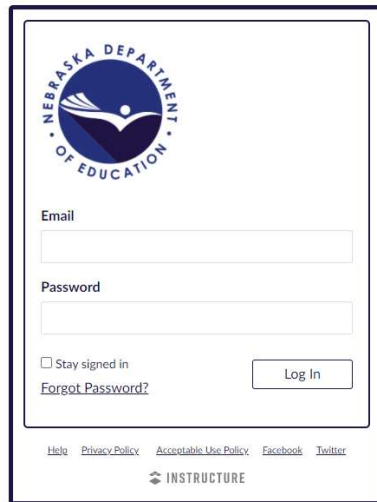
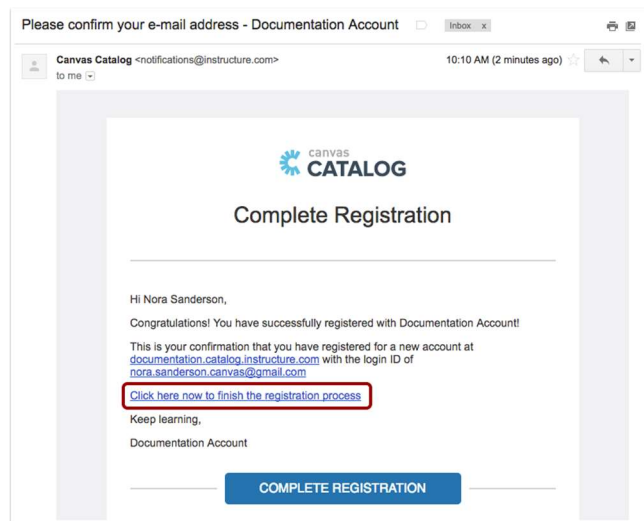


## School Age Connections Online Policy & Procedures

- **Course Fee** - \$5.00 for each module paid with credit card.
- **Only 20 users are allowed to complete each module at one time.**
- **Application Process**
  - Applicants with register for the course through Catalog, <https://canvas.education.ne.gov/>.
- If there is a spot available the applicant can register, pay and begin the course.
  - It is advised that you only sign up for one module at a time.
  - Every applicants will need to create their own account.



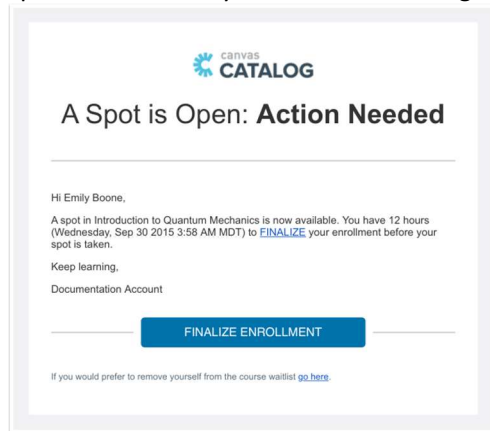
The screenshot shows the login interface for the Instructure platform. At the top is the Nebraska Department of Education logo, which features a stylized figure with arms raised inside a circular border with the text "NEBRASKA DEPARTMENT OF EDUCATION". Below the logo are two input fields: "Email" and "Password". Under the "Email" field is a "Forgot Password?" link. Below the "Password" field is a checkbox labeled "Stay signed in" and a "Log In" button. At the bottom of the page, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo.



- If there is no spot open the will be placed on a waiting list.



- Once a spot is available the system will notify the applicant that there is a spot available. They have 12 hours to login and pay the \$10.00 fee.



- Applicants will have 30 days to complete the module.
  - There are no extensions, no exceptions.
- **FAQ**
  - Once someone has taken the School Age Connections online course they cannot take the course again.
- **Contact information** M-F, 8:00am – 5:00pm central time, except for observed holidays:
  - Course Information: Tammi Hicken, 531-207-8917, tammi.hicken@nebraska.gov
  - School Age Connections content: Julie Jones-Branch, jjonesbranch@yahoo.com
  - Technical assistance with Canvas: Dorann Avey, 402-890-2336, dorann.avey@nebraska.gov

Revised – November 2021