

# Quiz Options for CourseBooks: Online or Mailed

(choose only one)

## Option 1. Take your Quizzes Online

- Click the **padlock icon** in the upper right-hand corner of **www.CareCourses.com**
- Login to your personal account with your email address and password (follow instructions on site to retrieve password)
- Go to My Courses and activate your Enrollment Code (attached inside the back cover of your CourseBook)
- Click on the Course Title and follow instructions to complete your Online Quizzes
- **FAST FREE ONLINE** grading: View your quiz results online within 1-4 business days (usually instantly). Certificates delivered within 5-7 business days of successful course completion. Cost: **FREE**
- **2-5 Business Day Certificate Delivery**: Choose this service when you submit your quizzes online for grading. Certificates delivered within 2-5 business days of successful course completion. Cost: \$10.

## Option 2. Mail your Answer Sheets

- Enter the Enrollment Code (attached inside the back cover of your CourseBook) on Answer Sheet. Course work cannot be graded without the Enrollment Code.
- Print your name and complete mailing address on Answer Sheet and sign the Care Courses Honor Code and Policy.
- Mail Answer Sheet to Care Courses. Use black ink and print or write clearly. If we can't read your work, we can't grade it.

### **Mailed Grading Options: FREE, RUSH, EXPRESS, or International EXPRESS grading**

Please send form below (and payment) for RUSH or EXPRESS grading with your mailed Answer Sheets. Additional fees apply when Rush/Express grading is requested after work has been sent to us.

#### **FREE grading for mailed Answer Sheets**

- Your work is never at our office more than 10 business days. • We return your work to you by regular mail.
- From the day we receive your work you will usually get it back within **10-15 business days**.
- Cost: **FREE**

#### **RUSH grading for mailed Answer Sheets**

- Your work is never at our office more than 2 business days. • We return your work to you by regular mail.
- From the day we receive your work you will usually get it back within **5-10 business days**.
- Cost: **\$14** for first course + **\$7** per additional course sent in same envelope. Example: **RUSH grading** for 4 courses = **\$35**.
- Fee must be paid in U.S. funds with Credit Card or Money Order (**No Checks**)

#### **EXPRESS grading for mailed Answer Sheets (sent to addresses in the United States)**

- Your work is graded, put in a USPS Express envelope and driven to the post office the same day we receive your work (work must be received by 3:00 pm Eastern Time).
- From the day we receive your work you will usually get it back within **1-2 business days**.
- Cost: **\$38** for first course + **\$7** per additional course sent in same envelope.
- Fee must be paid in U.S. funds with Credit Card or Money Order (**No Checks**)

#### **INTERNATIONAL EXPRESS grading for mailed Answer Sheets (All countries other than the USA)**

- Work is returned in Global Express envelope, mailed same day we receive your work. Work must be received by 3 pm ET.
- Cost: **\$46** for first course + **\$7** per additional course sent in same envelope.
- Fee must be paid in U.S. funds with Credit Card or Money Order (**No Checks**)

### **All fees subject to change after 12/31/2017.**

Care Courses P. O. Box 10526, McLean, VA 22102 1-800-685-7610

#### **RUSH/EXPRESS Grading Order Form for Mailed Answer Sheets**

Please complete this section and send in with your Answer Sheet(s) only if you need either **RUSH** or **EXPRESS** grading:

RUSH grading     EXPRESS grading

Name(s) of student(s): \_\_\_\_\_ Daytime phone: ( \_\_\_\_ ) \_\_\_\_\_

**No Checks. Only credit card or money order accepted for RUSH or EXPRESS grading.**

Payment:  Money Order  Credit/Debit **Total:** \$ \_\_\_\_\_ Name of Cardholder \_\_\_\_\_

Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV2# \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_