



Successful Solutions Professional Development LLC

www.myskillsclass.com * (360) 602-0960

Terms and Conditions

Self-Knowledge and Career Development Skills

Enrollment and Access to Training

You have access to online courses for 1 year from the date of payment.

New enrollments are set-up during the following times:

Monday – Friday 7 am – 8 pm (PT)

Saturday & Sunday 8 am – 8 pm (PT)

Holidays 9 am – 8 pm (PT)

Registrations that are submitted after enrollment hours will be processed the next morning. You will receive an email with information on how to access the course.

Check your email for instructions to start the training. Click on the link in the email to access the course.

Technical Requirements and Support

- Internet access is required to complete our courses.
- Some students may find that they must update their internet browser, this is most often the case when trying to use Internet Explorer. We recommend Safari, Edge, Mozilla Firefox or Google Chrome for the best results. Our student support staff is happy to assist students with troubleshooting should you encounter technical issues and will provide common suggestions for solving problems that occur when normal browser maintenance or application updates need to occur.

Cancellations and Refunds

- Cancellations and refunds requested within 72 hours after enrollment are available for courses/programs that have **NOT** been accessed.
- Refunds are **NOT** available after 72 hours from the date of payment.
- Refunds are **NOT** available for courses/programs that have been accessed.
- Once the student has logged in to the course, a refund is **NOT** available.
- Refunds and cancellations **WILL** be charged a 20% cancellation fee.

Contact Information

Self-Knowledge and Career Development Skills

Student Support Hours		Pacific Time	Mountain Time	Central Time	Eastern Time
Phone (360) 602-0960	<i>Mon-Fri</i>	7 am-5 pm	8 am-6 pm	9 am-7 pm	10 am-8 pm
	<i>Sat-Sun</i>	Not Available	Not Available	Not Available	Not Available
Text (360) 602-0960	<i>Mon-Fri</i>	7 am-5 pm	8 am-6 pm	9 am-7 pm	10 am-8 pm
	<i>Sat-Sun</i>	Intermittently	Intermittently	Intermittently	Intermittently
Email Click Here	<i>Mon-Fri</i>	7 am-8 pm	8 am-9 pm	9 am-10 pm	10 am-11 pm
	<i>Sat-Sun</i>	8 am-8pm	9 am-9 pm	10 am-10 pm	11 am-11 pm

Phone or Text: (360) 602-0960

Email: myskillsclass@cdastars.com

Genie Skinner

Director of Online Program Administration

Successful Solutions Professional Development LLC

Phone: (360) 602-0960

Email: genie@cdastars.com

Jessie Blocker

Student Engagement and Online Development Coordinator

Successful Solutions Professional Development LLC

Phone: (360) 602-0960

Email: jessie@cdastars.com

Self-Knowledge and Career Development Skills a subsidiary of Successful Solutions Professional Development LLC

Address: PO Box 727, Burley, WA 98322-0727 * Main Website: www.cdastars.com