



## COST/PURCHASING INFORMATION

1. \$315 total per user (teachers and students) with two-year access to complete the program.
2. All accounts must submit an Interim Credentials New Account Information Form and W9. The new account form is located on our website, [info.interimcredentials.com](http://info.interimcredentials.com) under School Resources and is required to be uploaded, along with a w9, to this [Dropbox depository](#) folder.
3. We do *not* require a copy of your purchase order, but we do require that a purchase order number be provided to place any orders. *Orders cannot be placed without including the purchase order number.*
  - a. For your convenience, a cost estimate letter form is also available on our website. Admins are encouraged to use this form to generate personalized cost estimate letters to be used for requesting purchase orders from your administration.
4. The designated administrator of the program will be required to make two separate purchases per user:
  - a. One license per user (via [electrical training ALLIANCE](#) bookstore - \$189/license).
  - b. Tokens will be required to purchase for access to licensed content through our new home on the [ProTech Skills Institute Training Management System \(PTSI TMS\)](#) - \$126/access token.
  - c. \$189 + \$126 = \$315 per user
  - d. Licenses and tokens are non-refundable and non-transferable. However, administrators do have the option of purchasing licenses and tokens that are not immediately needed for future use.
5. No other costs or hidden fees; however optional supplemental items are available for purchase in our [electrical training ALLIANCE](#) bookstore.

6. The program administrator is responsible for setting up and managing their bookstore account, to include granting account access to an assistant and/or teachers to view the bookstore with or without purchasing rights. The program administrator is ultimately responsible for purchasing the required licenses and any additional optional content they may wish to order.
7. A no-cost three-week access token is available for one-time use only. Program administrators may “purchase” the free token per user beginning on the first date of access to the course. This provides a grace period for teachers to finalize their classroom rolls before invoicing takes place. Purchasing a two-year token will be required for users to have continued access to the course after the no-cost three-week token has expired.
8. Tokens purchased through the Training Management System will be added to your bookstore invoice approximately a month after they have been ordered.
9. Bookstore purchases are invoiced 2-3 days after placing an order, via email to the individual designated to receive them. Invoices will also be available in your bookstore account.
  - a. Organizations now have the choice of paying by credit card through the bookstore or through invoicing.
10. A user is defined as a *teacher or student*.

**It is also the responsibility of the program administrator (or designee) to roster and enroll all users in our Training Management System before they can access the LMS.**



## **ELECTRICAL INTERIM CREDENTIALS CONTACT INFORMATION**

### **For new account and general program inquiries:**

Heather Stefan – Assistant Director [hs@etalliance.org](mailto:hs@etalliance.org)

Bill Ball – Director [bball@electricaltrainingalliance.org](mailto:bball@electricaltrainingalliance.org)


<https://info.interimcredentials.com/contact-us/>

### **For technical questions regarding TMS/LMS account set up:**

(For issues related to gaining first-time access to the system)

Customer Service 888.652.4007

### **Technical support for those using the Learning Management System:**

Submit support tickets via the  button located on the right-hand side of your dashboard.

### **Technical support for administrators using the Training Management System:**

Submit support tickets via the “PTSI Support” link found on the left-hand side of your screen under the LINKS menu.

### **For invoice-related inquiries:**

[billing@electricaltrainingalliance.org](mailto:billing@electricaltrainingalliance.org)

### **For all other support needs:**

Steve Strickland – Customer Service Advisor [ss@etalliance.org](mailto:ss@etalliance.org)