



Clinical Neurophysiology Education and Training Program

Learner Handbook 2026-2027



Website

<https://muschealth.org/health-professionals/education/neurophysiology>

Contact Information

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Payment Portal

<https://pay.instamed.com/Form/Payments/New?id=MUHA.NEURO.LEARNERS>

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Welcome to the Neurodiagnostic Family

Welcome to the Clinical Neurophysiology (CNPS) Education and Training Program. We are excited that you chose to continue your education with us. We welcome you to an exciting educational experience.

The learner handbook is your primary resource for policies and procedures related to your educational experience in this program. It is mandatory to read and understand all components of this handbook before you begin your classes. Refer to these documents when you have questions about the expectations within the program. If you have any questions or concerns, please speak with your instructor(s) or the director. The program sets high standards; you were chosen for this program because we know that you have the potential to excel.

We congratulate you on your acceptance in this academically rigorous program. This is a program sponsored by MUSC Health in which you are receiving training to earn a career relevant microcredential. It is not a degree program offered by MUSC as an institute of higher education, and for that reason we use the term “learner” not “student” throughout this handbook.

We hope you will find your time at MUSC Health full of great experiences, fun, learning, and personal growth.

Remember to be flexible, seek opportunities to collaborate with your classmates and CNPS leadership and clinical teams, and always conduct yourself with the highest level of integrity, respect, and professionalism.

Program Leadership



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Mission, Vision, and Values

MUSC Health

To “preserve and optimize human life in SC and beyond” by educating a healthcare workforce and promoting overall wellbeing.

CNPS Education and Training Program

Mission: To redefine and elevate the standards for neurodiagnostic education and training through patient-centered care, research, and innovation.

Vision: To be the forerunner in evidence-based neurodiagnostic education and training to shift the paradigm, raise quality of care, and develop skilled clinicians.

Values:

1. Excellence:

- We pledge to create and evolve an education and training program of the highest national and professional standards in the field of neurodiagnostics.

2. Integrity:

- We are committed to fostering an environment of honesty, respect, transparency, and accountability for ourselves, our learners, and the field of neurodiagnostics.

3. Education:

- We are devoted to lifelong education, scholarships, and academic environments in our ever-growing health care institution and beyond.

4. Collaboration:

- We instill an environment of partnership, team engagement, and interpersonal support between medical and industry professionals, and learners.

5. Growth:

- We are dedicated to the continued advancement, opportunity, success, and professional development of our learners and ourselves beyond expectations.



Program Overview

The CNPS Education and Training Program is a hospital-based microcredential program for learners to enter the field of neurodiagnostics. This entry-level program encompasses two neurodiagnostic specialties – Electroencephalogram (EEG) and Intraoperative Neuromonitoring (IONM).

Learners enrolled in the program will undergo rigorous didactic education alongside clinical rotation. The first 17 weeks consist primarily of heavy lectures, laboratory training, and introduction to the clinical setting. In the second 17 weeks, learners will continue didactic education while gaining hands-on experience clinically. By the third 17 weeks, learners are expected to focus on clinical case count in preparation for the ABRET Neurodiagnostic Credentialing and Accreditation board exam.

Training and lectures will primarily take place in-person at the MUSC Hospital in Charleston, SC. Clinical rotations may take place off Charleston campus at MUSC Health in Columbia, SC.

Following the program, the learner will be eligible to sit for the ABRET Neurodiagnostic Credentialing and Accreditation board exam (R. EEG. T. for EEG, CNIM for IONM).

Following success in the program, ABRET certification, and recommendation from CNPS program leadership, learners may have the opportunity to apply for employment at MUSC *if* an open position is available. Employment at MUSC upon microcredential completion is not guaranteed.

As you move forward, remember that participation in this program is just the beginning of your journey. The knowledge, skills, and connections you have built here will continue to grow with you. We are excited to see where your journey leads.

Application Requirements and Admissions Criteria

Applicants for the CNPS Education and Training Program must complete the application, which includes a \$50 application fee (see section Fees, Payment Plans and Refunds), the application form, submission of transcripts, a resume/CV, a personal statement expressing why you are interested in this program, a letter of recommendation, CPR/BLS Certification, and completion of a shadowing period at MUSC in the desired field.

MUSC does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of age, color, disability, citizenship status, ethnicity, gender identity, gender expression, national origin (including ancestry), parenting status, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable local, state, and federal law.

The CNPS Education and Training Program requires learners to be physically active most of the time. Learners will spend a lot of clinical rotation standing, walking, and using hands for both strong and detailed tasks. Learners consistently engage in actions that require coordination, balance, vision, and hearing. The role involves regular movements like bending, reaching, twisting, and doing repetitive hand and arm motions. Learners may sometimes work in tight spaces, at heights, or different times, including extended periods of time and be required to lift up to 50 lbs. to move patients or maneuver healthcare equipment.

MUSC is committed to creating and maintaining an accessible environment for all members of our community, including learners with disabilities. We provide equal opportunities and access to all programs, services, and activities, in compliance with all applicable laws and regulations and prohibit discrimination on the basis of disability.

Microcredential Completion

To be eligible for completion, learners must be in good standing at the end of didactic training and must have completed the number of clinical cases required to sit for the ABRET board exam (R. EEG. T. for EEG, CNIM for IONM).

Following ABRET certification and recommendation of CNPS program leadership, learners may be given the opportunity to apply for employment at MUSC *if* an open position is available. Employment at MUSC upon microcredential completion is not guaranteed.

EEG Curriculum

First 17 weeks	Anatomy and Physiology
	Basic EEG Concepts and the Normal EEG
	Modalities I
	Legal, Ethics, Professionalism and Communications
Second 17 weeks	Pediatric EEG
	Intermediate EEG Concepts and the Abnormal EEG
	Modalities II
	Clinical Hours and Mentorship
	Weekly EEG Samples
Third 17 weeks	Advanced EEG Concepts and Procedures
	Clinical Hours and Mentorship
	Weekly EEG Samples

IONM Curriculum

First 17 weeks	Anatomy and Physiology
	Modalities I with lab
	Neuropharmacology and Physiology
	Electrical Concepts, Templates, and Equipment with lab
Second 17 weeks	Modalities II with lab
	Pathologies and Procedures with lab
	Ethics, Professionalism, Conduct, and Communication
Third 17 weeks	Clinical Hours and Mentorship
	Evidence-Based Practice
	Weekly Case Presentations

Program Standards

The CNPS Education and Training Program is committed to maintaining high education and professional standards. The following policies are intended to provide clear guidance for both CNPS program leadership and learners when a learner is performing below current expectations and/or when a learner requests withdrawal from the program. A learner is considered in “good” standing when the learner maintains an 80% average for each 17-week period of enrollment and maintains an 80% cumulative score during the duration of the program.

Scoring System

Scores are a cumulative calculation of coursework to determine eligibility for microcredential completion. Scale is as follows:

Score	Rating	Description
5	Excellent	Consistently exceeds expectations; delivers exceptional results; proactively goes above and beyond; serves as a role model and sets a high standard for others
4	Strong	Frequently exceeds expectations; demonstrates high-quality performance; often goes beyond what is required and contributes positively to team and organizational goals
3	Average	Consistently meets expectations and fulfills required responsibilities; performance is reliable and dependable, with no demonstrated attempts to exceed expectations
2	Below Average	Inconsistently meets expectations; performance gaps are evident; requires improvement in key responsibilities or consistency
1	Poor	Does not meet expectations; performance is below required standards; immediate improvement and support are necessary

Attendance and Participation

It is important for all CNPS learners to recognize they are responsible for their performance and progress in the program, and they must arrange study habits and personal affairs in a way to maximize academic success. The CNPS program leadership recognizes extenuating circumstances which may impact a learner's performance. However, these circumstances do not eliminate the learner's responsibility. Learners with circumstances/personal reasons which could impact performance are encouraged to notify CNPS program leadership immediately and inform the director. Performance improvement plans or corrective actions may be explored with the director when appropriate. Where if the circumstances are such that a learner is unable to focus on studies and meet academic standards, the learner may be encouraged to take a leave of absence or withdrawal from the program.

Attendance and Absence Policy

Learner attendance and participation are expected at all times or as required by CNPS program leadership. Educational experiences (e.g., classes, small group activities, clinical rounds, conferences, clinics, presentations, etc.) are not considered optional unless clearly stated. As developing clinicians, learners must notify program leadership in a timely manner when they will be absent. Learners should strive to minimize absences for the benefit of their education.

Learners should also maintain their health. Learners who display any signs or symptoms of flu-like illness or infection (elevated temperature, cough, shortness of breath, difficulty breathing, vomiting, diarrhea, or at least two of the following symptoms: chills, shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell) should not be present in the education or clinical setting at any time. If symptoms develop while in these settings, the learner should leave immediately and attend to self-care or seek medical care.

Learners who have these symptoms of illness or other unexpected medical emergencies or injuries that prevent them from attending or participating in required activities should notify CNPS program leadership.

Physician documentation is needed if the learner is out for medical reasons for more than 2 days. In the case of excessive unexcused absences (>3) without adequate documentation, the learner will be required to meet with the CNPS Education and Training Program director and business manager for disciplinary actions including up to dismissal from the program.

Learners may be granted emergency excused absences in the event of extenuating circumstances at the discretion of the program.

Tardiness for didactic training and/or clinical hours is not permitted and may result in disciplinary action. Disciplinary action will be at the discretion of the course instructor or preceptor. Excessive tardiness may result in dismissal from the program. Absences will result in a 0% completion for the day's work/participation until work or clinical hours are made up. Coursework make-up time is required for any missed clinical time and/or didactic education at the discretion of the education coordinator and director.

Accommodations

MUSC is committed to creating and maintaining an accessible environment for all members of our community, including learners with disabilities. We provide equal opportunities and access to all programs, services, and activities, in compliance with all applicable laws and regulations and prohibit discrimination on the basis of disability. If you wish to seek an accommodation, contact Jamie Fisher at fisherjm@musc.edu or (843)792-8089.

Probation and Dismissal from Program

The program reserves the right to take any corrective actions and or disciplinary action, including up to dismissal from the program. The learner may be dismissed from the program for any of the follow but not limited to cumulative score of <80%, cheating, plagiarism, unprofessional misconduct per 17-week period. If the learner is placed on probation and probationary requirements are not met, this may result in dismissal from the program. Program dismissal will result in immediate discharge from all activities and materials associated with the CNPS Education and Training Program.

Test Taking Policy

To limit distractions and promote a fair, consistent, and optimal environment for exams, the following are not permitted during test taking:

- Hats, hoodies
- Smart glasses
- Earphones or other music
- Cell phone use whatsoever; Cell phones must remain out of sight and on silent or off
- Accessing browsers or files on a computer other than those specifically allowed by instructors
- Leaving the classroom for any reason, including restroom unless the instructor administering test provides permission
- Engaging in any activity that is disruptive to a test taking environment

This list is not exhaustive, and additional restrictions may be implemented.

Plagiarism Statement

Plagiarism, defined as presenting the words, work, processes, or ideas of another as one's own in academic work, without proper acknowledgement of the source. Examples include doing the following without proper acknowledgement of the source: copying or closely paraphrasing text or distinctive nomenclature; using facts, figures, graphs, charts or other information or presentations of information; submission of academic work prepared in whole or in part by someone else (including a commercial vendor).

Words, processes, and ideas requiring acknowledgement may originate from a variety of sources, including printed works, speeches, presentations, recordings, machine generated (e.g., artificial intelligence), and/or Internet websites and documents. Citing the sources of words and ideas obtained from others is a requirement for ALL coursework. If a source is anonymous, as may be the case with some Internet documents, the source of the content must be cited using the conventions of the stated citation style. Prior to submitting an assignment, we encourage you to check your assignment with a plagiarism scanner.

Artificial Intelligence Statement

Artificial Intelligence (AI) tools can be useful for learning and may be permitted or encouraged, with acknowledgment, in some cases, as described by the course instructor. Your course instructor will let you know whether and how AI resources can be utilized for each assignment. It is the learner's responsibility to cite all sources used in coursework and to ensure the information is accurate and credible. Use of AI, if permitted, should be acknowledged according to the expressed expectations of the course instructor and/or the citation style guide. AI is a fast-changing area being navigated by each user, discipline, and information scientist. Whenever in doubt, consult MUSC Librarians, who are our trained campus experts in this area.

Open discussion about any use of AI is an act of academic integrity, as long as it is done with honesty, openness, and a forthright attempt to communicate how the learner used sources. Agreeing to an Academic Integrity Code means MUSC program leaders and learners can engage openly in discussions of academic integrity, and report submission on the learner's writing. If the instructor has any concern that a learner's written work evidences any sign of plagiarism or inappropriate use of AI, the instructor will discuss with the learner.

Use of CNPS Education and Training Program Materials

The CNPS Education and Training Program provides learning materials to support your education and professional development. Given education materials are proprietary to the CNPS Education and Training Program. When you use, share, or reference these materials in assignments, presentations, or other work, it is required to properly cite the *MUSC Clinical Neurophysiology Education and Training Program* as the source. Failing to provide appropriate citation is considered copyright and plagiarism. Giving credit helps support academic integrity, respects the work that went into creating these resources, and allows us to continue providing high-quality educational content for all learners.

Outline for Assignments

- Citations must be in APA format.
- In your reference list, you must include the link to the source (electronic articles from the library, websites, online reports, etc.). If there is not a link, your instructors may ask to see the pdf.
- If you have questions about assignments or clinical scheduling, ask your instructors (not other learners).
- Some assignments are collaborative, and some require independent work. If you are unclear about whether you may work together on an assignment, please ask your instructors.

Useful Tools

We encourage the appropriate use of resources and technology to enhance your learning experience. Below are some you may consider.

- EndNote to format your reference/citations: <https://musc.libguides.com/c.php?g=492116#loaded>
- RefWorks or other citation managers to organize and keep references in order: <https://refworks.proquest.com/login/>
- Grammarly the free version includes spelling and grammar guidance: <https://www.grammarly.com/desktop>
- The Purdue Owl is a great resource for APA format: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

Learner Status and Access to MUSC Resources

As a participant in this micro credential program, you are considered a learner rather than an enrolled student at the Medical University of South Carolina (MUSC). As a learner, you do not have access to MUSC student services and resources. These services include, but are not limited to:

- Center for Academic Excellence & Writing Center
- Office of Enrollment Management
- Wellness Center
- Financial Aid and Literacy Services
- Clinical and Psychological Services
- Student Health Services
- Student Affairs

Severe Weather

This outlines procedures in the case of a severe weather event and provides guidance on attendance during and following a severe weather event. In the event of severe weather, learners will be contacted by the CNPS program leadership for cancellation or alteration of clinical and/or didactic training.

When evacuating, learners should take study materials and electronic devices necessary to access online resources that may be provided to substitute for lectures or other activities. All returns will follow official notice to resume courses and clinical rotation. Cancellation of activities due to severe weather may require adjustment in scheduling following evacuation. Scheduling changes will be made to ensure that all curriculum and learning objectives are satisfied through appropriate class lectures and other activities which may, if necessary, include weekends.

CNPS Policies and Guidelines

Learners are required to read, understand, and abide by each of the following documents. If a learner has questions about these documents, please contact the CNPS program leadership for further guidance.

- MUSC IONM Preceptor Protocol
- MUSC IONM Clinical Guidelines
- MUSC IONM Contraindication Guidelines
- MUSC EEG Preceptor Protocol
- MUSC EEG Clinical Guidelines
- MUSC EEG Contraindication Guidelines

Code of Conduct

CNPS learners are to follow the MUSC system-wide Code of Conduct in addition to the CNPS Education and Training Program outlined details. [SYS - Code of Conduct: Compliance in Action v.9](#)

HIPAA

Learners must understand and follow HIPAA rules when handling protected health information (PHI), as they are subject to the same federal and state privacy laws as MUSC employees.

<https://musc.policytech.com/dotNet/documents/?docid=22587&app=pt&source=search> and <https://www.cdc.gov/phlp/php/resources/health-insurance-portability-and-accountability-act-of-1996-hipaa.html>

Learners must protect PHI they encounter, whether in clinical settings, research, or administrative work. PHI of any form cannot leave the clinical space under any circumstances, and only platforms approved by MUSC compliance should be used to share any PHI. For further information, learners are encouraged to contact at the MUSC HIPAA Privacy Officer at 169 Ashley Avenue, Post Office Box 250332, Charleston, SC 29425 or (843)792-8652. For reporting suspected HIPAA violations, contact the MUSC HIPAA Privacy Officer or the confidential hotline at 800-296-0269.

Email

All CNPS program leaders and learners must comply with the Acceptable Use and [ENT - Acceptable Use Policy v.1](#) as well as with the MUSC Social Media Policy: [ENT - Social Media Policy v.5](#) Learners must check their MUSC email regularly. This is how CNPS program leaders will contact learners regarding any and all program information.



OurDay

OurDay is MUSC's customized name for a product called Workday, which is our single platform for enterprise-wide operational processes, data, and tasks. Mandatory training for learners is available on OurDay. All learners will use the netID login to access and complete required training.

Name Badge

Each learner must wear their name badge at lapel level and remain visible at all times while on campus.

Please see the Identification Badge Policy and the Lewis Blackman Act System Policy:

<https://musc.policytech.com/dotNet/documents/?app=pt&source=unspecified&docid=20819&public=true>
<https://musc.policytech.com/dotNet/documents/?docid=21759&app=pt&source=search>

If you should misplace your ID badge, Public Safety will send you an email if it is found. If you do not receive an email indicating that your ID badge was found, you must go to the Public Safety Office located at 101 Doughty Street and be issued a new ID badge. The cost for a replacement ID is \$15.00. Visit the MUSC Public Safety website <https://www.musc.edu/about/visit-us/safety> or call their non-emergency number, 843-792-2261.

Photography and Videos

Learners are prohibited from taking photographs or videos and are strictly prohibited in any clinical setting in which patients may be present. In non-clinical areas, such as classrooms or administrative spaces, photography and video recording are permitted only with prior approval of the program leader and when no protected health information (PHI) or identifiable patient information is captured.

Professionalism

Professionalism/Standards of Behavior

Learners are expected to behave in an ethical manner at all times and demonstrate the values of compassion, collaboration, respect, integrity, accountability, and innovation as referenced below and/or set in the Standards of Behavior Policy [Standards of Professional Behavior v.5](#). Behaviors that demonstrate professionalism include, but are not limited to, the following actions as related to the five enterprise-wide values:

Compassion

- Advocate for the well-being and concerns of those MUSC serves
- Demonstrate an attitude of service by putting the needs of those MUSC serves above their own
- Be attentive, respectful, empathetic, and responsive in caring for the needs of those MUSC serves

Collaboration

- Promote inter-professional and interdisciplinary collaboration and understanding
- Listen empathetically and openly
- Communicate in a direct and respectful manner
- Hold each other accountable for appropriate behavior

Respect

- Respect the individuality, privacy, and dignity of each other and those MUSC serves
- Demonstrate regard for persons in authority
- Demonstrate regard for differing values and abilities among peers, other healthcare professionals, and those MUSC serves
- Demonstrate respect by responding to requests (written, verbal, e-mail, telephone) in a timely fashion and complying with established verbal and written deadlines
- Provide a welcoming environment for all

Integrity

- Maintain an ongoing dedication to honesty and responsibility
- Be trustworthy by acting in a reliable and dependable manner
- Recognize the limitations of their expertise
- Demonstrate stewardship by exercising custodial responsibility for MUSC resources
- Demonstrate accountability for decisions and actions
- Abide by institutional public health directives
- Adhere to the MUSC Social Media Guidelines and Brand Policy

Accountability

- Refrain from negatively commenting on MUSC's culture, services, patients, care team members, or guests.
- Be on time and ready to learn.
- Practice etiquette by allowing visitors to enter and exit doorways, hallways, and elevators first and offering to assist them if they are lost or need directions.
- Dress appropriately for my position or while on the premises of MUSC, including wearing my badge at lapel level.
- Uphold patient, care team member, fellow learner, and institutional confidentiality.
- Take pride in the MUSC campus by maintaining a safe and clean work environment

Innovation

- Support and create a culture of discovery and innovation by asking and accepting questions
- Encourage ideas from others
- Contribute new ideas and encourage discovery for the purpose of continuous improvement, problem solving, and learning

Dress Code

Learners are expected to display an appropriate level of judgment regarding personal hygiene, grooming, and dress. Learners are expected to present themselves in a way that projects respect and professionalism at all times. This includes well-groomed hairstyles, as well as professional jewelry and makeup. Learners are to follow the MUHA dress code policy:

<https://musc.policytech.com/dotNet/documents/?docid=19529&app=pt&source=search>

Trash

Learners are responsible for disposing of any trash that they generate. Large amounts of trash such as pizza boxes, etc., should be stacked neatly beside a trash receptacle.

In Case of Emergency

Reporters should contact MUSC Public Safety 843-792-4196 or 911 first if the individual appears to pose an imminent threat of harm to self or others.

Fees, Payment Plans and Refunds

All fees must be paid through the online payment portal on or before the designated due date.

<https://pay.instamed.com/Form/Payments/New?id=MUHA.NEURO.LEARNERS>



Application and Acceptance Fees

The application fee and acceptance fee apply to both EEG and IONM and are due prior to the start of the training program.

Application Fee	Non-Refundable **Due with Application** Not applied to total Program Fees	\$50.00
Acceptance Fee	Non-Refundable **Due by specified date** Applies to total Program Fees	\$500.00

Individual Program Fee

EEG Program Fee	Total amount due by specified date	\$10,250.00
IONM Program Fee	Total amount due by specified date	\$15,250.00

Payment plans

CNPS Education and Training program offers one (1) payment plan option. Learners must send email requests to the program’s business manager for approval. Approval will only be considered after the acceptance fee has been paid. If approved, learners will be required to sign the program payment plan agreement and make first payment before the first day of the program. Failure to pay on agreed timeline will result in dismissal from the program.

EEG Payments	Amount	Due
1st	\$1950.00	Prior to calendar day 1 of program start
2nd	\$1950.00	Calendar day 30 of program start
3rd	\$1950.00	Calendar day 60 of program start
4th	\$1950.00	Calendar day 90 of program start
Final	\$1950.00	Calendar day 120 of program start

IONM Payments	Amount	Due
1st	\$2950.00	Prior to calendar day 1 of program start
2nd	\$2950.00	Calendar day 30 of program start
3rd	\$2950.00	Calendar day 60 of program start
4th	\$2950.00	Calendar day 90 of program start
Final	\$2950.00	Calendar day 120 of program start

Refunds

The CNPS Education and Training program will allow refunds only with written withdrawal requests.

Application Fee	\$50.00	Nonrefundable
Acceptance Fee	\$500.00	Nonrefundable (Part of total Program Fee)

EEG Program	\$10,250	Refundable amount is \$9,750
(If paid in full)	Before calendar day 30 of program start	100% refundable amount
	Calendar day 30-60 of program start	50% refundable
	Calendar day 61-90 of program start	25% refundable
	After calendar day 90 of program start	No refunds
(Payment Plan)	Before calendar day 30 of program start	Full refundable amount of what was paid
	Calendar day 30-60 of program start	50% refundable amount of what was paid
	Calendar day 61-90 of program start	25% refundable amount of what was paid
	After calendar day 90 of program start	No refundable amount

IONM Program	\$15,250	\$14,750
(If paid in full)	Before calendar day 30 of program start	100% of refundable amount
	Calendar day 30-60 of program start	50% refundable amount
	Calendar day 61-90 of program start	25% refundable amount
	After calendar day 90 of program start	No refunds
(Payment Plan)	Before calendar day 30 of program start	Full refundable amount of what was paid
	Calendar day 30-60 of program start	50% refundable amount of what was paid
	Calendar day 61-90 of program start	25% refundable amount of what was paid
	After calendar day 90 of program start	No refunds



Learner Handbook
Clinical Neurophysiology Education and Training Program

I acknowledge and understand that...

- The MUSC Health Clinical Neurophysiology Education and Training Program Learner Handbook is updated as needed.
- I understand it is my responsibility to stay current with these policies and guidelines.
- I am responsible for reading the handbook in its entirety prior to the start of the program.

My signature indicates that I have read and will abide by the Clinical Neurophysiology Education and Training Program's Education Policies, CNPS Policies and Guidelines, and understand these policies apply to me as a Learner.

Signature: _____ Date: _____

Printed Name: _____ MUSC Net ID: _____