

# ECTS Programs / Courses

Dear Prospective Student:

Enclosed is the information which you requested about the ECTS Certificate and/or Diploma Courses.

I must personally commend you on your decision to continue your academic studies. It goes without saying that, in today's job market, the advanced education is an essential component to securing or maintaining employment. This is your first step to brightening your future.

Our programs are among the best in the correspondence method of obtaining the training you need. ECTS take's great pride in it's, instructors, course materials, presentation, and caring for each of our students. We will do everything within our capability to make your studies both enjoyable and rewarding.

Thank you for looking at our courses, and I wish you continued success in attaining your goals.

Sincerely,

Patrick G. Rossi, Ed.D  
President



## How will your tests be graded?

Course will be evaluated through a series of lesson tests as described in the Study Guide for each course of study. Grading policies are established as follows:

### Grade

A	92 - 100%
B	81 - 91%
C	75 - 80%
D	70 - 74%
F	Below 70%

When the each lesson is completed, a grade will be issued. The student's record will be reviewed by their advisor, to determine whether he / she is making satisfactory progress when the course work has been completed.

To be eligible for graduation, a student must successfully complete all courses and lessons designated in his / her curriculum, having maintained a passing grade in all course work.

## Here's what you get with ECTS Programs

- # Text Book
- # General Study Guide
- # Course Study Guide with individual lessons
- # Toll-free access to the instructors
- # Diploma (two originals)
- # Official Transcripts
- # Supplemental Materials
- # Student ID Card

## How long will it take me to complete my Certificate or Diploma?

It is estimated that you should be able to complete each course in an 8 week time frame..

There is no minimum time to complete any of our courses. The faster you can complete the assignments - the faster you will complete the course or program

## What some of our students have to say about ECTS



"I have some experience in business, but I have learned much more after reading just two books in this course, than I have in a year and a half of co-managing a business." Mary Waldrup - Arkansas



"The honest and hardworking staff at ECTS make sure their students are well informed and satisfied with their course work. Personal emails and frank phone calls with staff members ensure that students walk away from a course with not only words in a text book, but also practical information required for everyday life."

DeAnna Stull  
Iwate, JAPAN



## The Most Commonly Asked Questions About Correspondence Courses

- ❑ **What is a Diploma?** A diploma is a series of courses which will ultimately give you the amount of courses which will put you into a good position to obtain a job in your field of study.
- ❑ **What is a Certificate?** A certificate course is an individual course which is to enhance your knowledge. Generally, one or two courses will not lead to employment, but may be very beneficial to enhance your overall knowledge or experience.
- ❑ **What are Lessons?** A lesson is one or more chapters from the textbook, grouped together and termed a "lesson".
- ❑ **Is your school licensed?** Yes, the Educational Correspondence Training School is a licensed the Pennsylvania State Board of Private Licensed Schools.
- ❑ **Is your school approved by an outside agency?** Yes, Educational Correspondence Training School has been reviewed and approved as an Authorized Provider of continuing education and training programs by the International Association for Continuing Education and Training (IACET).
- ❑ **How do the classes take place?** Wherever you are: at home, at work, on the road - anywhere you can read the assignments - you can conduct your studies. You receive a textbook and course study guide. You will read the assigned lessons, then take the appropriate test. These are all open book tests. We grade the test and return your scores to you. In the meantime, you have been reading the next series of chapters and taking those tests, and so on. You will have all of the tests up front, so you can complete the assignments without a delay.
- ❑ **Do correspondence courses have instructors?** Yes, just like a traditional course, your course has an instructor. He or she develops the curriculum, conducts the class assignments, answers questions, administers the tests, and assigns grades.

Licensed by the Pennsylvania State Board of Private Licensed Schools

### Educational Correspondence Training School

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