

CareerPLUS+

Employer FAQs

Can I enroll my employees in a CareerPLUS micro course(s), or will they need to enroll themselves individually?

Yes, company representatives may batch enroll their employees [online](#) for a CareerPLUS micro course(s). Please [click here](#) for instructions.

If I batch enroll my employees in a CareerPLUS micro course(s), will I get a receipt?

You (the Employer) will need to print the receipt from the confirmation webpage after submitting the registration order; you will not get a receipt emailed to you unless you also enrolled yourself in a micro course(s). All employees whom you registered in the micro course(s) will receive a receipt email with everyone at the company that you enrolled in the micro course(s). You can request a copy of the receipt from careerplus@clarke.edu if it was not printed at time of order.

How do I pay for CareerPLUS micro courses?

You will be required to pay by credit card when [registering employees online](#) in a CareerPLUS micro course(s). If you wish to pay by check or other payment method, or if you will be enrolling 6 or more employees or purchasing a package of 6 or 12 micro courses for each employee, please contact Clarke's Institute for Professional Excellence at careerplus@clarke.edu or 563-588-6595 for assistance.

Can I, as the Employer paying for the employee's micro course, have access to the employee's progress/status in the micro course(s)?

If you are paying for the employee's micro course(s), you may request information about the employee's progress/status in the non-credit-bearing micro course(s) or badge(s) from careerplus@clarke.edu. However, please note that FERPA regulations prohibit Clarke University from sharing any information about a degree-seeking student's progress in credit-bearing courses unless written permission is given by the student.

Can I, as the Employer paying for the employee's micro course(s), be emailed a copy of the employee's certificate of completion, badge, or micro course transcript?

We recommend that you request that your employee(s) forward you this information upon completion of a micro course or badge. However, if you are paying for the employee's micro course(s), you may also request this information from careerplus@clarke.edu if necessary. However, please note that FERPA regulations prohibit Clarke University from sharing any information about a degree-seeking student's progress in credit-bearing courses unless written permission is given by the student.

Can I request a customized professional development training for my employees through Clarke's Institute for Professional Excellence?

Yes. Employers may request a customized training (either in-person or online) through Clarke's Institute for Professional Excellence by contacting careerplus@clarke.edu.