

2026 STUDENT / PARTICIPANT SIGN-UP APPLICATION

Learning Lab Participation Agreement | Please Print Clearly and Sign

Application Date: _____ AAPC Member ID: _____

Current Credential(s): _____ Preferred Learning Lab: _____

1. Student / Participant Information

Legal Name: _____

Preferred Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Date of Birth: _____ Email: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Emergency Contact Name and Phone: _____

Relationship to Emergency Contact: _____

2. Consent and Communication

I agree to receive communication by email, phone, text message, and/or learning group platform for scheduling, reminders, payment arrangement updates, and Learning Lab information.

I consent to have my name and email shared in the learning group or class roster. Yes No

I consent to use of my first name, image, or testimonial for SCT Learning Labs marketing. Yes No

If no or limited consent, explain: _____

How did you hear about SCT Learning Labs? _____

Privacy Notice

Information on this application is used for sign-up, communication, billing, learning support, and recordkeeping. It will not be sold. Do not include protected patient information, patient identifiers, or confidential employer information on this form.

3. Learning Lab Selection

Please check the Learning Lab you are signing up for. Flexible payment arrangements are available when approved in writing.

Select	Learning Lab	Schedule / Format	Program Fee
<input type="checkbox"/>	CPC Learning Lab	Starts Saturday, September 19, 2026 9:00 AM - 11:00 AM CST Live virtual professional skills lab	\$2,500.00
<input type="checkbox"/>	Understanding E/M Learning Lab	Date/time: _____ Live virtual professional skills lab	Fee: \$ _____
<input type="checkbox"/>	Both Learning Labs	Final schedule confirmed in writing	Total: \$ _____

4. Learning Lab Focus Areas

- | | |
|---|---|
| <input type="checkbox"/> CPT coding | <input type="checkbox"/> ICD-10-CM coding |
| <input type="checkbox"/> HCPCS Level II | <input type="checkbox"/> Coding guidelines |
| <input type="checkbox"/> Modifier review | <input type="checkbox"/> E/M coding concepts |
| <input type="checkbox"/> CPC readiness practice | <input type="checkbox"/> Career-readiness support |

5. Instructor / PMCC Curriculum Notice

CPC Learning Lab

The CPC Learning Lab is led by an AAPC Approved Instructor authorized to teach the PMCC curriculum. SCT Learning Labs provides non-credit professional skills labs, coding practice, and readiness support. AAPC membership, exams, credentialing decisions, and exam results are controlled by AAPC and are not guaranteed by SCT Learning Labs.

6. Fee and Payment Arrangement

- | | |
|---|---|
| Amount paid to reserve spot: _____ | Date paid: _____ |
| Payment method: _____ | Confirmation/receipt #: _____ |
| Payment arrangement requested: _____ | Approved recurring amount: _____ |
| Due day(s): _____ | Arrangement notes: _____ |

- Paid-in-full instructions requested.
- Flexible payment arrangement requested.
- I understand that payment arrangements must be approved in writing and kept current.

Space Is Limited

A spot is reserved only after SCT Learning Labs confirms the application and payment arrangement in writing. Access may be paused if payments are not current under the approved arrangement.

7. Fee Includes / Does Not Include

The program fee may include, when applicable:

- Live virtual instructor-led sessions
- Learning group communication access, if used
- Homework, practice assignments, or coding exercises
- Links to recordings when made available
- Tip sheets or review tools prepared by SCT Learning Labs
- Career-readiness resources when offered

Unless specifically stated in writing, the following are not included:

- AAPC Student or Regular Membership
- AAPC national certification exam fee, exam registration, or retake fees
- Required/recommended coding books, including CPT, ICD-10-CM, and HCPCS Level II
- Third-party fees, shipping, technology costs, internet access, or computer equipment
- Employment placement, salary outcome, employer sponsorship, or exam result guarantees

8. Payment Terms

- Program fees are due according to the written payment arrangement approved by SCT Learning Labs.
- Payments must be current before each scheduled live session unless SCT Learning Labs approves a written exception.
- Late or missed payments may result in paused access to sessions, recordings, assignments, materials, or learning group communication until the balance is resolved.
- Missed attendance does not cancel or change the payment arrangement unless SCT Learning Labs approves a written change.
- Any fee change, credit, exception, or arrangement change must be documented in writing.

Student initials acknowledging payment terms: _____

9. No Refund / No Transfer / No Carry-Over Policy

- Program fees and payments are non-refundable unless SCT Learning Labs approves a written exception.
- Payments may not be transferred to another participant without written approval.
- Payments may not be carried over to another year or future Learning Lab without written approval.
- If a participant stops attending, the remaining balance remains due under the approved payment arrangement unless SCT Learning Labs approves a written change.

Student initials acknowledging refund/payment policy: _____

10. Participant Expectations

- Attend live sessions on time when possible and communicate scheduling conflicts in advance.
- Complete assigned practice activities independently unless group work is assigned.
- Participate respectfully in live sessions, chats, and learning groups.
- Do not share links, recordings, handouts, slides, assignments, or proprietary SCT Learning Labs materials with non-participants.
- Do not post or share protected health information, patient identifiers, confidential employer information, screenshots of real charts, account numbers, or private payer information.
- Use coding books, guidelines, and resources ethically and in accordance with applicable copyright and licensing rules.

11. Technology Requirements

- Reliable internet connection
- Computer, laptop, or tablet capable of joining live virtual sessions
- Working email address and ability to access learning links or materials
- Current or applicable coding books/resources as communicated before sessions begin

Student initials acknowledging technology requirements: _____

12. Non-Credit Skills Lab and Outcome Disclaimer

Important Notice

SCT Learning Labs provides non-credit professional skills labs, coding practice, and readiness support. Participation does not award academic credit, a degree, a diploma, licensure, certification, employment, salary outcome, job placement, or guaranteed exam results. Participants are responsible for verifying all third-party exam, membership, credentialing, employment, and employer requirements.

Student initials acknowledging non-credit/no-guarantee notice: _____

13. Authorization and Agreement

- I confirm that the information provided on this application is accurate.
- I understand my sign-up is not complete until SCT Learning Labs confirms acceptance and payment arrangements in writing.
- I agree to the fee, payment, participation, privacy, and no-guarantee terms in this application.
- I understand this agreement may only be changed in writing and approved by SCT Learning Labs.

14. Student / Participant Signature

Student / Participant Printed Name: _____

Student / Participant Signature: _____

Date: _____

Parent / Guardian Printed Name (if applicable): _____

Parent / Guardian Signature (if applicable): _____

Date: _____

15. SCT Learning Labs Use Only

Application received by: _____

Date received: _____

Learning Lab selected: _____

Program fee confirmed: _____

Payment arrangement approved by: _____

Payment start date: _____

Internal notes: _____

SCT Representative Name: _____

SCT Representative Signature: _____

Date: _____

16. Return Instructions

Completed Applications

Completed sign-up applications may be returned by email to info@skillfulcodingtechniques.com. For questions or to request payment arrangement instructions, contact Skillful Coding Techniques Learning Labs at 210-920-1367.

Student email used to return application: _____

Date application returned: _____

17. Payment Method Selected

Cash App

Zelle

Invoice / payment link

Other: _____

Payment method details provided by SCT Learning Labs: _____

Amount received: _____

Date received: _____

Thank you for choosing Skillful Coding Techniques Learning Labs. No Coder Left Behind™.