

**ENROLLMENT AGREEMENT**  
**Scientific Therapeutic Exercise Progression**  
**STEP Certification 6-Course Series**

**The Ola Grimsby Institute, Inc.**  
8550 United Plaza Blvd • Suite 1001  
Baton Rouge, LA 70809

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www.olagrimsby.com  
Phone: (800) 646-6128  
Email: Info@olagrimsby.com

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*This enrollment agreement is to be completed by students who have already completed the application process and have been accepted for admissions. The terms of this Enrollment Agreement are contained on four (4) pages.*

To Registrar: I understand that I have been accepted for admissions into The Ola Grimsby Institute, Inc. for the STEP Certification series, with courses to be held as weekend seminars. I agree to follow the prescribed training program and maintain continuous enrollment through program completion. Upon completion of my program and tuition obligation, I will be awarded the designated certificate of completion.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No. \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name and relationship of closest relative \_\_\_\_\_

Relative's home phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

**Picture:** Please enclose a recent passport type photograph of yourself with this application.

**Education:** I understand that in order to be accepted into this program I must possess a **Physical Therapy degree, Physical Therapy Assistance degree or Athletic Training Certification.**

yes  no

## STEP Certification Program

**Diploma:** Please enclose a copy of your above diploma or certification.

**Health:** Are there any health problems or disabilities that would endanger or hinder your completion of this training program?  yes  no. If yes, please attach explanation.

### Program Consists of:

- **Courses:** Participation in all 6 STEP course, each consisting of a 2-day weekend seminar. Substitutions of previous MT4A and MT4B courses will not apply to credit for this programs. In Class Hours 96.
- **Theoretical Course:** The MT1 course, as either a formal weekend seminar or as a home study, must be completed. Previous participants in any OGI CCP or Residency program are waived of this requirement.
- **Homework:** Each of the 6 courses associated with the STEP Certification program require additional reading and video assignments related to course materials and/or STEP theory.
- **Quizzes:** Each of the 6 courses will have an online quiz related to the course content and assigned reading and training videos.
- **Exercise Projects:** For each course participants will be required to submit an original or modified exercise video utilizing concepts associated with course materials. The video can be a live patient video or demonstrated by a model. All videos will be accompanied by a video release form. Participants are must be able to record their own digital videos and submit in a .mp4 or .mov format. Internet services to upload to an OGI Dropbox folder will also be required.
- **Final project:** On completion of the 6 required courses, and prior to sitting for final examinations, each participant is required to submit an exercise protocol/guideline document that is fully referenced and demonstrates application of STEP principles.
- **Examination:** upon completion of all coursework, students will participate in a 7\* examination weekend. This weekend will consist of content review, a written examination and a practical examination from an OGI Faculty member.
- **Completions:** All courses, assignments must be completed in a consecutive 3-year period. Students that fail their exams will be allowed to retake the exams past the 3-year time frame.

## Tuition and Fees

The Ola Grimsby Institute, Inc., does not offer financial aid nor does it participate in any financial aid programs at this time. Tuition is to be pre-paid and is outlined as follows:

Payment plans do not include retake exam fees, recommended and mandatory courses, resource fees, flight/travel or accommodation costs.

### Program Fees: \$100 enrollment, \$3,493 course and exam tuition, optional MT1\*

1. **Annual administrative** cost of \$100 for each calendar year enrolled in the program until completion, **due on enrollment**. Fee is to cover web access for home study videos, quiz fees and administration costs.
2. **\*MT1 course:** seminar cost (\$399), or as a home study course (\$99). This course is waived for past CCP, COMT or Residency graduates.
3. **All 6 STEP** courses are \$499 each for a total of \$2,994
4. **Books:** Participants are required to purchase or acquire all 3 STEP textbooks for mandatory reading assignments. These can be purchased at Lulu.com
  - Book 1 (\$64): Grimsby O, Rivard J. Science, Theory and Clinical Application in Orthopaedic Manual Physical Therapy: Applied Science and Theory. The Academy of Graduate Physical Therapy, Inc., 2008. (www.lulu.com).
  - Book 2 (\$49): Rivard J, Grimsby O. Volume 2: Scientific Therapeutic Exercise Progressions (STEP): The Neck and Upper Extremity, The Academy of Graduate Physical Therapy, Inc., 2008 (www.lulu.com).
  - Book 3 (\$49): Rivard J, Grimsby O. Volume 3: Scientific Therapeutic Exercise Progressions (STEP): The Back and Lower Extremity, The Academy of Graduate Physical Therapy, Inc., 2009 (www.lulu.com).
5. **Examination** weekend \$499

**Payment of annual admin fee due on application, paid prior to video and quiz online accesses.**

**Payment for each seminar is due prior to attendance.**

**Payment for examination fee is due prior to attendance.**

## STEP Certification Program

If you have completed any required coursework prior to 2017, you maybe eligible to complete your credit hours without having to retake the course/seminar. You will be required to complete additional online education and quizzes associated with each course prior to receiving full credit hours.

**Please select any course you have taken in the prior to 2017 you wish to receive partial credit for:**

MT1: I have completed this seminar, home study course or successfully graduated from an OGI Residency program, CCP or COMT program.

STEP1: Shoulder and Elbow

STEP2: Knee and Ankle

STEP3: Hip and Pelvis

STEP4: Lumbar and Thoracic Spine

STEP5: Cervical Spine and Upper Thoracic

STEP6: Upper Cervical Spine, TMJ and Ocular Systems

\* Please include a copy of Certificate of completion for all Certification programs, Residency or STEP courses as proof of completion.

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## Terms and Conditions

*Please read carefully and initial all items on the lines provided to indicate you have read and understood them.*

This enrollment agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this enrollment agreement acknowledges that you have been given reasonable time to read and understand this agreement.

Immediately after both parties have signed this agreement, you will be given a copy to retain. Please read and initial below:

1. I understand that Ola Grimsby Institute, Inc. (The Institute) agrees to provide an instructor, training facility, equipment, support materials, curriculum, and other materials as necessary to complete the program outlined above.

2. I (the Student) hereby agree to hold The Institute harmless for errors of omission, commission, or negligence on the part of the Instructor, the representatives, agents, contractors, or employees of The Institute. Further, I agree to hold the training facility, the instructor and The Institute harmless in the event of any personal injury or any other losses that may occur as a result of participation in the said training program. In addition, I also agree not to participate in any activities relative to the training program if I knowingly have any medical or physical condition that reasonably might put me at risk for injury.

3. **I understand that I must have e-mail and Internet access on a regular basis.** The OGI will provide all communications either by email or updates on the OGI website

4. I understand that any and all expenses related to the attendance in the class will be my responsibility.

5. I understand that I am responsible for making all the travel arrangements, including lodging. The OGI will provide recommendations for nearby lodging to students (the OGI does not recommend making travel arrangements before 30 days prior to the course).

6. I understand that the Institute, at its discretion, will determine whether I pass or fail the curriculum based on quizzes, completion of assignments and participation. Poor performance may also lead to my dismissal.

7. I understand the administration fees of \$100 is due with the application, while the seminar course fees are paid with the online registration for each course prior to attendance.

8. I understand my rights to cancel and the refund policies will follow the policies laid out on online registration process.

**STEP Certification Program**

- \_\_\_9. I understand that when this enrollment agreement has been accepted with my signature, by The Ola Grimsby Institute, Inc. it will be a legal contract.
- \_\_\_10. I understand all the Terms and Conditions of this enrollment agreement .
- \_\_\_11. I certify that information I have supplied related to—professional training, professional title, contact information and financial payment—are complete and accurate, and I understand that any misrepresentation may be cause for refusal of admission or subsequent dismissal.
- \_\_\_12. I understand that with my signature below I agree not to distribute the copyrighted OGI materials I have received. This includes (but is not limited to) using the material for lectures or in-services or the copying any of the material received for OGI.
- \_\_\_13. I understand that I must notify the Ola Grimsby Institute office should there be a change in my home/employment address and phone number.
- \_\_\_14. I understand that have 3 consecutive years to complete the coursework and being the examination process.
- \_\_\_15. I understand that the \$100 administration fee is an annual fee due every year I am enrolled in the program.
- \_\_\_16. I understand that I cannot sit for my final examination prior to paying for all tuition and exams fees.

**Terms and Conditions Continued**

THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE STUDENT AND THE SCHOOL REPRESENTATIVE.  
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*The Ola Grimsby Institute is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.*

**NOTICE**

Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

This agreement will replace any previous agreements/ and or contracts.

I, the undersigned, have read, understood, and agreed to abide by all provisions set forth in the foregoing enrollment agreement.

\* Program not offered in California.

**Required**

\_\_\_\_\_

Student Signature

Printed Name:

Date

Accepted by the Ola Grimsby Institute, Inc. by \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date\_\_\_\_\_