



Trainer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

We have created the following criteria checklist to ensure that together we are offering online courses of the highest standard that will assist in the growth of you and the brand and being world leader's in education. Please read through the following criteria and tick the box to agree to each statement. Thank you for your continual support and let us know if you have any questions.

By ticking the box and signing the agreement this is an acknowledgement that you agree and understand all of the criteria below.

### CRITERIA CHECKLIST

1. I have watched the training tutorial video with instructions on how to purchase an online course for my student
2. I have read and understood the procedure for delivering an online course
3. To purchase a course, I purchase through the website link and password provided to me by Elleebana HQ
4. I will need to pay for my student course with a Visa or Mastercard and American Express is not accepted
5. Payment must be cleared into the bank account of Ex-Import Pty Ltd before a student receives their activation email to their course
6. It is my responsibility to complete the online web form with all of the student's correct information
7. My student and I will receive an email when a student course is activated
8. I will deliver face to face sessions with my student via video chat in line with the Online Lash Lift Training procedure
9. If I cannot deliver the face to face sessions via video chats as a result of the student's actions, I will keep accurate records to give to Elleebana HQ upon request
10. I will provide my student with a hard copy version of the Elleebana Lash Lift manual and an Elleebana Lash Lift Kit
11. The student only has 3 months access to the course dashboard
12. I need to send my student's criteria checklist to [academy@elleebana.com](mailto:academy@elleebana.com) and to advise that the student has completed their case studies in order for my student to receive their digital certificate
13. I will be required to assess the student's case study images and provide feedback to my student
14. I will not request a certificate for any student who has not completed their case studies
15. I will provide feedback to case studies within three days of receipt of the email from my student
16. It can take up to 24 business hours for a student certificate to be issued after I have submitted my request
17. It is my responsibility to ensure that the student is allowed to undertake the training in line with my country's regulations and law
18. I will always represent Elleebana in a professional way
19. I will have auto-reply on my email with my working hours and contact information for urgent technical support
20. All materials and products presented to the student will be in good order and project a professional image
21. I will offer continual support to my students
22. Elleebana HQ may increase their price of the course but will provide 30 days' notice of any changes to pricing
23. If I am inactive for more than 6 months my access to the online platform as a trainer may be restricted until I become active
24. I will ensure I am up to date on all email correspondence from Elleebana HQ



elleebana LASH LIFT

ONLINE TRAINER CRITERIA CHECKLIST

FINAL SIGN-OFF

Trainer Name:

Street Address:

City/Suburb:

State:

ZIP/Postcode:

Email:

Phone Number:

Trainer's Signature:

