1. **Who is eligible to be included in the School/School District Package?**

To be eligible as an Administrator, an individual may be a non-member, Basic, Full or Premier member. If administrator is not a Premier member, they will be upgraded to a Premier member as part of the package membership and expiration date will match the school/school district package expire date. **The administrator will be the only primary contact for the School/School District Package.**

To be eligible as a Basic member in the package, an individual must be a non-member or a current Basic member (membership will have an expiration date of the package.) If an individual has a current Premier or Full membership they will not be eligible to be included in the package until after the individuals current term has expired.

2. **Can additional teachers/professionals be added in the package?**

Administrators may add more teachers/professionals to your School/School District Package and receive a $5 discount on any membership option. Teachers/professionals included in the package may also join Special Interest Divisions (additional dues apply).

Individuals that work in the School/School District and are not part of the package or added-on by the administrator may also join at a $5 dues discount. These individuals will have the ability to search online, or indicate at time of application, and link themselves to the school/school district to receive the discount.

3. **Can CEC Divisions be added to the package?**

Division memberships may be added by the administrator at the time of application or by the teacher/professional individually either online through their member profile or contacting CEC Customer Service at 888.232.7733.

4. **How will the benefits that are part of the package be distributed?**

The administrator is the only person that may distribute the benefits within the School/School District Package. Members included in the package and additional teacher/professionals, as designated by the administrator, have the ability to utilize their benefits individually.

5. **If I leave my School / School District, what happens to my membership?**

During the package’s membership term if you are no longer with the School/School District you have the opportunity to join CEC on an individual basis, at any membership option. If you choose not to join CEC, than the membership provided within the package will become inactive.

6. **Are substitutions allowed?**

At this time, no substitutions are allowed in the School/School District Package.
7. **Who will receive renewal notices?**
   Renewal notices for school/school district package and add-ons will be communicated to the administrator on file. Individuals that link themselves to the school/school district but are not part of the original package or considered an “add-on” will receive their renewal invoice individually.

8. **What is the CEC Membership Refund Policy?**
   Please click [here](http://example.com) to view the CEC Membership Refund Policy.

9. **When does the package term expire?**
   The CEC membership term is one anniversary year, and all memberships and journal subscriptions begin when dues are processed and continue for a complete twelve months. Sample membership terms are July 7, 2014 through July 31, 2015 and November 1, 2014 through November 30, 2015. All individuals included in the School/School District package, including teacher/professional add-on’s, will have the same term expiration date as the package.

10. **How do I access and make changes to my profile?**
    Individuals may visit [www.cec.sped.org](http://www.cec.sped.org) to access and update their member contact information and communication preferences.

11. **Can there be different packages within the same school district?**
    Yes, schools within the same school district have the opportunity to join the CEC School/School District Package.