

## 2024 Divorce and Co-Parenting Class Enrollment Instructions

The Divorce and Co-Parenting class is an educational class designed to assist parents/caregivers going through divorce, separation or guardianship. The class focuses on what is in the best interest of the child and how to communicate in an effective and cooperative manner. Cleveland County requires the completion of this course for all divorcing couples with minor children.

### CLASS DETAILS

- **4-hour class held via Zoom.**
- Please be familiar with devices and internet connection in the area.
  - This will prevent any delays to the class.
- The Zoom meeting will open 15 minutes before class is scheduled, so please plan to log on.
  - Your instructor has the right to not permit you into the Zoom meeting if you are late to the class.
- Breaks will be given during the class
  - Participants may have food/drinks in class. No alcoholic beverages
- **Class size is limited** and is based on a first come, first paid basis
- Your Zoom link will be sent via email a couple days prior to your class.
  - Make sure you give a correct email for the Zoom link to be sent
  - There will be ground rules listed in the email – which you must follow. If these rules are not followed then your instructor has the right to dismiss you from the class.
- If you arrive at a class and find your opposing party is in that class, you will be given an option to leave and reschedule for a later date
- If you are hearing impaired or require other accommodations, please notify the agency two weeks in advance to ensure adequate services are in place

### HOW TO ENROLL

- **\$50 per person - pre-enrollment is required**
- You may enroll online at [www.ccfnorman.org/divorce-and-co-parenting-services](http://www.ccfnorman.org/divorce-and-co-parenting-services)
  - Please click on the registration link and proceed to make the payment
- If you prefer to pay over the phone or in person please call our front office at 405-364-1420
- If there are still openings in your desired class, the enrollment form/fee must be received no later than 5:00 p.m. the Thursday before the scheduled class. If the class you wish to participate in is full, you will be asked to select a different date.

### CERTIFICATE OF COMPLETION

Within three business days of the completed class, a Certificate of Completion will be emailed to each participant. You are responsible for keeping your original certificate and presenting it to the court.

### RESCHEDULING AND REFUNDS

If for any reason you need to reschedule your class, please contact us at 405-364-1420. If your scheduled class has already passed, there will be a \$10 rescheduling fee. Refunds are available up to 6 months after original payment.

## 2024 Divorce & Co-Parenting Class Schedule

*Please check your preferred class below.*

Preferred Class	DATE	TIME
<input type="checkbox"/>	January: Saturday 6th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	January: Sunday 7th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	February: Saturday 3th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	February :Sunday 4th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	March: Saturday 2nd	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	March Sunday 3rd	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	April: Saturday 6th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	April: Sunday 7th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	May: Saturday 4th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	May: Sunday 5th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	June: Saturday 1st	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	June: Sunday 2nd	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	July: Saturday 13th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	July: Sunday 14th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	August: Saturday 3rd	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	August: Sunday 4th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	September: Saturday 7th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	September: Sunday 8th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	October: Saturday 5th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	October: Sunday 6th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	November: Saturday 2nd	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	November: Sunday 3rd	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	December: Saturday 7th	1:00 p.m.-5:00 p.m.
<input type="checkbox"/>	December: Sunday 8th	1:00 p.m.-5:00 p.m.

**PLEASE FILL OUT ALL INFORMATION  
IF YOU CHOOSE TO PAY IN PERSON OR BY PHONE**

*One enrollment form per person / \$50.00 per person (see payment methods on the first page)  
Email or Fax is available*

Divorce Case # (Required) \_\_\_\_\_

Name		Date of Birth	Male / Female	
Address		City	State	Zip
Home/Cell Phone		Work Phone	Email Address	