

YOURPATH FOR ADULT LEARNERS
Mail to: 701 Cathedral Road
Suite 45 - 1203
Philadelphia PA 19128-2111
www.YOURpathforadultlearners.com
484-416-1149
YOURpath4adultlearners@gmail.com

YOURpath Verification Policy

The YOURpath Verification Policy ensures that each organization selects the correct licensing tier based on its size, structure, and instructional capacity. This protects the integrity of YOURpath licensing and ensures fair, consistent access for all adult-education programs.

1. Purpose of Verification

Verification ensures that organizations receive the appropriate level of access to YOURpath materials. Licensing tiers are based on:

- Number of instructional staff
- Number of physical locations
- Annual enrollment
- Organizational structure

This policy applies to all purchasers, including adult-education centers, literacy programs, workforce agencies, correctional education programs, and Job Corps contractors.

2. Required Information at Purchase

All organizations must complete the YOURpath Purchase & Verification Form. The following information is required:

- Organization Name
- Organization Website
- Physical Address
- Number of Locations
- Number of Instructors
- Annual Enrollment
- Purchaser's Name and Title
- Work Email and Phone Number

This information is used solely to determine the correct licensing tier.

3. How YOURpath Confirms Organization Size

A. Number of Locations

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- **1 location** → Essential Program License or Standard Site License
- **2–10 locations** → Multi-Site or Enterprise License
- **10+ locations** → Enterprise Network License

B. Number of Instructors

- **Up to 3 instructors** → Essential Program License
- **Unlimited instructors at one site** → Standard Site License
- **Unlimited instructors across multiple sites** → Enterprise Network License

C. Annual Enrollment

Enrollment helps confirm whether the organization functions as a small literacy program, a full adult-education center, or a multi-site network.

4. Documentation Requirements

Organizations purchasing a Multi-Site or Enterprise License may be asked to provide one of the following:

- Link to an organizational directory
- Link to a locations page
- PDF of a program overview
- Publicly available staff list

This documentation ensures accurate tier placement and prevents misrepresentation.

5. Accuracy of Information

By submitting the purchase form, the purchaser certifies that all information provided is accurate. If discrepancies are identified, YOURpath may:

- Request clarification
- Adjust the license tier
- Update the invoice
- Suspend access until corrected

This ensures fairness across all organizations.

6. Access Control

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Each organization receives **one set of login credentials** corresponding to its license tier. Credentials may be shared internally according to the tier's instructor limit:

- **Essential Program License** → Up to 3 instructors
- **Standard Site License** → Unlimited instructors at one site
- **Enterprise Network License** → Unlimited instructors across all sites

7. Misrepresentation Policy

If an organization intentionally misrepresents its size or structure:

- Access may be suspended
- The organization may be required to upgrade its license
- YOURpath may revoke access without refund

This protects the integrity of YOURpath licensing.

8. Annual Review

YOURpath may request updated information during annual renewal to ensure continued alignment with the correct licensing tier.