



High Plains Regional Education Cooperative

Electronic Signature Agreement

High Plains Regional Education Cooperative permits related service providers (i.e., therapists) to electronically authenticate service entries in TIENET/Service Capture.

Service Capture provides the platform for the individual therapist to execute a “signature” by electronically indicating that the entry is “Completed”. To be clear, when a therapist electronically marks a service as “Completed”, this translates to an electronic signature. In a supervisory relationship, when the supervisor marks a service as “Approved”, this action, as well, translates to an electronic signature

By executing the electronic signature, the therapist attests to the documented components of the therapy, confirming accuracy and identity of both student and therapist. The electronic signature authenticates the service and becomes part of the student’s permanent record. Properly executed electronic signatures are considered legally binding.

- High Plains Regional Education Cooperative commits to training for therapists on the execution of the electronic signature as part of Service Capture.
- Passwords are unique to each therapist and must be treated as strictly confidential. Therapists may not share their login or password information.

I have read, understand, and agree to follow the HPREC Electronic Signature Policy:

Employee’s Signature

Date