

FAMP Foundation CEU Seminar Request and Contract

Fax to FAMB Headquarters (850) 942-4654 Questions: Melissa Grosvenor (850) 942-6411

Chapter: _____ Chapter President: _____

Phone #: _____ Fax #: _____ E-mail: _____

*Course Requested: _____ CEU Hours: _____

*Date of Seminar: _____ *Time of Seminar (Cannot start after 9:00AM): _____

Name of Seminar Facility: _____

Address: _____ City/State/Zip: _____

***Contact information for emailing of Roster. Instructor will be in charge of Roster and will be responsible for student check-in and check-out. If a chapter representative is taking the class for continuing education, they may NOT assist with student check-in and check-out.**

Chapter Contact: _____ Email Address: _____

Registration Information

No on-site registrations will be accepted without the prior permission of the FAMP Foundation. All sign-in sheets are to be faxed to FAMP Headquarters within two (2) business days of completion of the seminar. Failure to comply may result in cancellation of future seminars. NOTE: Chapters must check identification of each attendee.

Requirement FS494 10/01/07.

Marketing Assistance

The Foundation will prepare the seminar registration form and post it to the FAMP website. Please provide any additional information requested on the form with this contract. The chapter is responsible for promotion of the event. The chapter can also request an e-mail promotion for which there is no charge.

Social Media Policy

All digital reproductions, including photos, videos and voice recordings, are strictly prohibited of any attendee, instructor, course material or any other course-related item during the hours of the course, including pre-course registration and end of course checkout. By signing this contract, you agree to comply and enforce this policy.

Pricing

Cost for Professional and Affiliate Members is \$37; Associate Members is \$62 and Non-Members is \$111. Pricing includes the \$12 NMLS reporting fee. The chapter will receive \$5 for every Professional or Affiliate student; \$10 for every Associate student; and \$25 for every Non-Member. The Foundation will reimburse a chapter up to \$300 for room rental charges and audio/visual needs. Educational seminars cannot be sponsored by outside companies however, if you wish to have sponsored coffee service, snacks, etc., any sponsor representative and/or sponsor materials must be outside the educational seminar room. Sponsors may not speak during a class break as that is considered part of the 8-hour class.

Rules of Conduct:

As part of the opening of the class session, the instructor is required to advise the class that if a student is observed to be spending class time engaging in outside activities that the student will be permitted to remain in the class, but will not receive credit for the education hours allocated to the session. At that time, the instructor will also review the Student Rules of Conduct with the class.

Attendance Requirement:

Chapter seminars require a minimum of twenty (20) paid participants to qualify as a Foundation event. Four (4) business days prior to an event, the chapter president will be notified if registrations are below the required 20 participants. A decision to cancel or accept financial responsibility will be decided at that time.

Sponsorships

Education sponsorships are permitted with the approval of the FAMP Foundation. If a chapter wishes to have Room/AV/Snack Break charges sponsored, the chapter will fully comply with all FAMP Foundation and NMLS requirements. The name of the sponsor should be provided at the time of completion of this form.

The undersigned acknowledges that they have read the Continuing Education Class Procedures and agree to all requirements stated above.

Chapter President

Date

We have confirmed the date requested. Your instructor will be _____

A registration form for your seminar will be prepared and e-mailed to the chapter contact.

Approval Date: _____ Approved by: _____

FAMP FOUNDATION CONFIRMATION: S:\Foundation\Legal File\Seminar Request Form 2015