

CENTRAL ARIZONA CHAPTER
IAEI
CUSTOMER- HOSTED TRAINING SEMINAR POLICY

1. The Central Arizona Chapter shall authorize the Education Committee to arrange and schedule seminars at facilities to be provided by a requesting group or organization. The Education Committee shall deem the suitability of the proposed facility.
2. The Education Committee and the group or organization requesting a training seminar shall mutually agree upon the scheduling of the seminars.
3. Seminars shall be based on one of the following, contingent of the availability of qualified instructor(s):
 - a. One 8 hour day on a Saturday or Sunday with 2 instructors provided by the Chapter
 - b. Five 3 hour classes on weeknight evenings with 1 instructor provided by the Chapter
4. Price for (a) or (b) above shall be \$1800.00 dollars respectively, with a maximum class size of thirty students. Payment in full is due before first class.
5. The Chapter will be responsible for issuing Continuing Education Units (CEU's) based on a roster to be supplied by the group or organization requesting a seminar with the allowance for a reasonable time frame in which to order the CEU's.
6. It shall be the responsibility of the group or organization requesting a seminar to furnish any textbooks, Codebooks, and/or other written materials. Books ordered from the International Office of the IAEI are to be ordered in advance by the group or organization requesting a seminar. Having the necessary quantities on hand shall be the responsibility of the group or organization requesting the seminar. Excess inventory shall be the property of the group or organization requesting said seminar.
7. The group or organization requesting a seminar shall be responsible for classroom set-up, clean up, and furnishing any breaks and/or lunches.
8. The Chapter shall furnish any necessary audio-visual materials and equipment for the seminar.
9. The Chapter Secretary shall create an Education agreement form to ensure that the group or organization requesting a seminar fully understands and agrees to all terms and conditions as set forth in this

policy. An authorized representative of the requesting group or organization shall sign this form as a condition of scheduling a seminar.

10. Cancellation of a seminar by the Client shall be done no later than seven business days before a scheduled seminar by contacting a member of the Education Committee.
11. Rescheduling of a seminar by the Chapter due to the availability of materials or instructors shall be done no later than 3 days before a scheduled seminar by contacting the group or organization requesting a seminar.
12. Seminars offered by the Chapter are to be on a First-Come first serve basis. No group or organization shall have any priority or special arrangement outside the scope of this policy. A requested seminar may be denied based on any of the following criteria:
 - a. Qualified instructors (as determined by the Education Committee) are not available.
 - b. A suitable facility is not available.
 - c. A mutually acceptable schedule could not be achieved.
 - d. Materials for a particular seminar are not available.
13. Special circumstances outside this document are required to be submitted and approved by the Central Arizona Chapter IAEI Board of Directors for any special arrangements or fee issues.

This agreement as aforementioned herein will be binding upon the affixing of the signatures below between the Central Arizona Chapter of the International Association of Electrical Inspectors and any group or organization requesting educational seminars or workshops to be provided by this Chapter.

_____ Date _____
Group or Organization

_____ Date _____
Central Arizona Chapter of the
International Association of Electrical Inspectors