

## CE Instructor Agreement

<b>Contracting Agency</b>
<p>NASW-AZ Chapter          1050 East Southern Ave. Ste. 2          Tempe, AZ 85282          (480) 968-4595 Phone          (866) 261-7588 FAX  <a href="mailto:Carol@naswaz.com">Carol@naswaz.com</a>  <a href="http://www.naswaz.com">www.naswaz.com</a></p>

### **NASW-AZ agrees to:**

- Ensure that courses and instructors meet BBHE guidelines and regulations.
- Market courses using information provided by instructor.
- Arrange and pay for meeting rooms, refreshments, and AV equipment.
- Manage registration activities and retain documents & records.
- Provide 7 day notice if course is canceled due to fewer than 15 registrants.
- Mail *Participant Evaluation Forms* to instructor within 30 days after the course.
- Reimburse instructor for approved expenses within 30 days of receipt of their request.
- Provide constructive criticism to instructors based on participant feedback.
- Provide a 20% discount for instructors who wish to register for other workshops.
- Provide forms requesting reimbursement for instructional materials & approved travel.

### **Instructor agrees to:**

- Abide by NASW-AZ Professional Development Program Policies and Procedures.

- Complete the *Workshop Information Form* for each course scheduled within the given time frame so that the marketing materials can be prepared well in advance. Submit this form along with the *Instructor Agreement*.
- Instructors are responsible for submitting instructional materials via email at [admin@naswaz.com](mailto:admin@naswaz.com) to NASW-AZ at least 10 days prior to the workshop. Instructional materials should be no more than 12 pages and should be in the form of PowerPoint, Microsoft Word, or .pdf format.
- Materials reimbursement for copies of handouts is not longer available since we are now emailing all handouts to workshop registrants.
- If travel expenses and mileage have been pre-approved, complete and submit the *Travel Reimbursement Request Form* with original receipts within 30 days of the course.
- If pre-approved for overnight expenses, make reservations at hotel of your choice. Instructors will be reimbursed on a per diem of no more than \$110 per workshop and this will include reimbursement for hotel and meals.
- Discuss course learning objectives with participants during the first 15 minutes of the session.
- Provide participants with a written course agenda detailing the timing of breaks.
- Limit lecture to less than 50% of class and emphasize interactive teaching methods such as small group activities, case studies, quizzes, videos, or guest speakers.
- Provide “current” instructional materials in an organized and professional manner.
- Give a minimum of 30 days notice, or find a substitute, if unable to fulfill obligation.
- Instructors are responsible for cancellation of hotel rooms in the event that they must cancel. Failure to give proper notice may result in a cancellation fee by the hotel and the instructor will be fully responsible for said fee.
- Respond to participant comments, suggestions, and concerns as well as making revisions to course curriculum and instructional materials as determined by Chapter.
- Cooperate with NASW to meet registrant’s special needs and ADA guidelines.

**Reimbursement:**

- NASW-AZ will pay the presenter \$10 per registrant for the first 30 registrants with a minimum of \$150 and \$5 per registrant above the first 30 each 3 hour session. If there are two or more presenters for each 3 hour session, then the presenter's will split the fee as set above between themselves.
- If the instructor must travel over 100 miles roundtrip, there is reimbursement available. Note that mileage will only be paid for one speaker per session.
- If the instructor must travel over 4 hours one way from their residence, then they will be reimbursed Hotel and Food as in the Travel Reimbursement Form. This reimbursement is on a Per Diem basis. The chapter will reimburse up to \$110 per workshop for the cost of hotel and meals away from home. Reimbursements for overnight travel will only be paid for one presenter per session.

**Instructor CE Workshop Discount:**

Instructors receive a 20% discount on any workshop offered within the calendar year in which they are presenting. Simply complete a registration form indicating you are an instructor and give yourself a 20% discount off of the appropriate member or non-member registration fee.

**Instructor Publications Marketing Agreement:**

Instructors may market and sell educational books, tapes, or videos (only those authored by instructor) during workshops. However, instructors assume full responsibility for the sale of materials, the collection of money, and for customer dissatisfaction or complaints.

Please take into consideration that many participants complain if they feel that the presentation is more self-promotion rather than focused on educational value.

**NASW-AZ Chapter Rights:**

- Maintains the right to cancel any course with fewer than 15 registrants. Instructors will be informed a minimum of 7 days prior to the canceled event.
- Maintains the right to observe workshops at any time. NASW-AZ staff generally attend the workshops and may sit through the entire class or any portion of a class.
- Maintains the right to discontinue employing instructors who do not meet the program expectations and standards. Participant comments, evaluations, and concerns as well as the overall class rating are used to evaluate instructors.

**Instructor Rights:**

- Maintain all rights to the course content, curriculum, and instructional materials.

**Tax Information:**

Instructors are considered independent contractors; consequently, NASW does not deduct taxes from payment. New instructors or those with a Tax ID that has been changed must complete and submit the W-9 form. A link to the W-9 is available on the [www.naswaz.com](http://www.naswaz.com) website among the other speaker forms.