



CE and Non-CE Class Scheduling Checklist

- Determine preferred date which allows for a minimum of 4 weeks of marketing and scheduling time (No CE class may be scheduled during the month of July or August due to convention)
- Determine preferred location (Foundation reimburses room rental fee up to \$300 per day)
- Determine audio visual cost (Foundation requires a screen, LCD support package (table and extension cord) and wireless lavalier microphone – Foundation will reimburse chapter for cost of a/v)
- Determine food cost (Foundation will include the cost of breakfast/lunch in the per person price of the class)
- Select preferred class from library of available options (CE or Non-CE)
- Complete seminar request form and email to Foundation at valsaun@ourfamp.org
- Receive registration link from Foundation and market class to potential attendees
- On day of class, please arrive at venue at least 20 minutes prior to registration time in order to insure that classroom is set up properly and you are ready to assist with checking in attendees
- Following class, email Foundation at ted.smith@ourfamp.org all paid receipts for reimbursable items. (Please allow up to 30 days following receiving documentation for check to be distributed to chapter)

FAMB Foundation CE and Non-CE Seminar Request

Fax to (904) 685-1883

Questions: Valerie Saunders (904) 651-3143

Chapter: _____ Chapter President: _____

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

*Course Requested: _____

*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 FAMB Foundation. Failure to comply may result in cancellation of future seminars. NOTE: For CE classes, Chapters must check identification of each attendee.

Marketing Assistance

The Foundation will prepare the seminar registration form and send it to FAMP to be posted on their 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

Pricing is established by the FAMB Foundation. The chapter will receive a portion of the revenue earned for every student. For CE classes, pricing includes the \$12 NMLS reporting fee. Please contact the Foundation for base pricing of all classes. The Foundation will reimburse a chapter up to \$300 for room rental charges and audio/visual needs. Please note: NMLS Approved CE classes 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.

NMLS Approved CE 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 the following: A minimum of twenty (20) paid participants for a large chapter; a minimum of fifteen (15) paid participants for a mid-size chapter or a minimum of ten (1) paid participants for a small chapter 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 number of participants. A decision to cancel or accept financial responsibility will be decided at that time.

Non-CE Class Sponsorships

For Non-CE classes, sponsorships are permitted with the approval of the FAMB Foundation. If a chapter wishes to have Room/AV/Snack Break charges sponsored, the chapter will fully comply with all FAMB Foundation and, if required, 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: _____