



INSTRUCTOR POLICY SCHEDULING A CLASS

As instructors successfully teach NAMB classes around the country, the instructor may develop a rapport with students. As a result an instructor may be approached by an organization, company or other entity to teach a NAMB class in a private setting.

NAMB is committed to education for all interested parties and supports the efforts of private entities to schedule NAMB classes. However, certain procedures must be followed in the scheduling of such a course.

If a NAMB instructor is contacted to teach a NAMB class, the instructor must:

1. Determine if the person, an organization representative, or company representative is a member of the state association in the state in which the class is to be taught.
2. If the request for a NAMB course is being requested by a member of a state association, the instructor must refer the scheduling request to the association executive of the state association. The state association will coordinate the logistics of the class. The instructor that received the scheduling request will be asked to teach the course.
3. If the organization, company, or person requesting the class does not have a state association membership, the instructor must refer the scheduling request to NAMB's Director of Education. NAMB national staff will coordinate the logistics of the class. The instructor that received the scheduling request will be asked to teach the course.
4. If there is a membership affiliation with the state association, the state association is entitled to any revenue fees due for hosting the course.
5. If there is no membership affiliation with a state association, NAMB national is entitled to any revenue fees due for hosting the course.
6. For any course that is scheduled, by a state association or NAMB national, the instructor is entitled to the instructor fee and reimbursement of travel expenses as paid by the organization or company requesting the course.
7. At no time may an instructor independently schedule and teach a course. At no time is an instructor entitled to any revenue fees associated with hosting a NAMB course.

Canceling a Course and/or Instructor

In the event, a course must be canceled for any reason, the course instructor should be notified immediately. Notification to the instructor should be in the following forms:

- Fax notification;
- E-mail notification; and
- Telephone notification.

Confirmations should be retained for fax and email notifications. If the instructor is not available by telephone, a voicemail must be left for the instructor. **All** forms of notification should be utilized for **all** cancellations.

All cancellations will be billed according to the following time schedule.

1. If a course is canceled at least thirty (30) days prior to the scheduled course, no charges will apply, except for reimbursement of any nonrefundable course-related expenses.
2. If a course is canceled 21 days prior to the scheduled course, the hosting organization (State Partner or company) will be billed 25% of the instructor's teaching fee. The hosting organization will also be responsible for full reimbursement of any nonrefundable course-related expenses.
3. If a course is canceled 14 days prior to the scheduled course, the hosting organization (State Partner or company) will be billed 50% of the instructor's teaching fee and reimbursement of any nonrefundable course-related expenses.
4. If a course is canceled 7 days prior to the scheduled course, the hosting organization (State Partner or company) will be billed 75% of the instructor's teaching fee and reimbursement of any nonrefundable course-related expenses.
5. If the course is canceled less than 7 days prior to the scheduled course, the hosting organization (State Partner or company) will be billed 100% of the instructor's teaching fee and reimbursement of any nonrefundable course-related expenses (such as costs involved with the changing of airline tickets).

When engaging an instructor's teaching services, the hosting organization (State Partner or company) and instructor must mutually agree upon a fax number, email address, and phone number to be used for correspondence purposes.

Payments for services are due to the instructor within 30 days of the scheduled course. Reimbursement to the instructor for all expenses is due within 30 days of receipt of the instructor's expense report. If there are questions regarding any of the instructor's expense items, the instructor should be contacted within 30 days to discuss the item(s) in question.