

BEST PRACTICE TRAINERS, INC.

Board of Directors:

George Ramos, LMHC; President
Dan Campbell, B.S. Business; Vice-President
Ruth L. Campbell, LCSW, Ph.D.; Secretary
Timothy Campbell, Ph.D.; Treasurer

Contact Information:

Address: 6 Duzine Rd. New Paltz, N.Y. 12561
Mailing address: PO Box 1042, New Paltz, N.Y. 12561
Tel. (845) 810-0022
Fax: (845) 943-6757

Date:

To: Potential Partners of BPTI
From: Best Practice Trainers, Inc.
Re: Contract for Provision of CEs

To Whom It May Concern:

The below agreement outlines the responsibilities of BPTI and Partners who want to utilize BPTI materials or administration to provide workshops, webinars or distance learning materials for LCSWs, LMSWs, LMHCs, CASACs, or NASW members. The BPTI Board of Directors shall review all of the qualifications of the Partners prior to approving their membership.

AGREEMENT

This BPTI Partners Agreement (the "Agreement") is entered into on the ____ day of _____, 20____ by and between _____, (hereinafter referred to as "Partner"), and Best Practice Trainers, Inc. (hereinafter referred to as "BPTI").

The Purpose of this agreement is to allow the Partner, the person that agrees to be come involved with the mission of BPTI, the access and ability to access, create and participate in various live trainings and distance learning classes as outlined below.

PRIVILEGES OF PARTNERS	
Live Trainings: Workshops and Webinars	<p><u>Face-to-Face Workshop and Webinar privileges:</u> Partners may set up face-to-face workshops or live webinars of his/her own original design or use one of the pre-designed trainings in the BPTI database as a workshop. All workshops or webinars shall be subject to the review and approval of BPTI. Posttests are not required for Workshops or Webinars. Live webinars shall be recorded and stored in the BPTI database and be available for Distance Learning discussed below.</p> <p><u>Copyright Acknowledgement</u> Copyright ownership of any original workshop material and the overall design of the workshop or webinar shall remain with the person or entity that created it. It is understood that any of the material submitted or presented in a workshop or webinar shall be assigned to BPTI for storage in the BPTI database and BPTI may use, copy, publish, distribute, license, display or publicly perform in any form and in any media for further workshops and webinars, subject to the payment scheduled outlined below. Further, Partner represents that he or she has the authority to grant the rights described herein.</p> <p><u>Additional Services</u> Partners shall have the use of any of the e-mailing lists that BPTI has been approved to use (NYSED, OASAS, NASW) to stimulate interest in the webinars or courses by various groups. Further, Partners may collect fees through their own fee collection services and accordingly, track their own registration. BPTI is available to handle the registration and collection of fees BPTI will provide registration at a monitored phone number and will collect all fees on behalf of the partner through its own services. BPTI will also prepare a mailing campaign of 2000 emails a day beginning 5 weeks prior to the workshop or webinar.</p> <p>The Partner is responsible for contacting the venue of their choice and making arrangements for a Face-to-face workshop. The Partner is responsible for any and all audio/visual and information technology to live broadcast</p>

	and record webinars. Partner can make arrangements with an outside party (“contributor”) to create materials and/or present those materials. BPTI will not be responsible for ‘vetting’ the contributor or their material. It is the Partner’s responsibility to choose responsible contributors and make monetary arrangements with them.
Distance Learning	<p><u>Distance Learning privileges:</u> Partners may create non-live and non-face-to-face courses for distance learning purposes. Any material or courses created are subject to the same copyright acknowledgement outlined in this contract.</p> <p>Distance Learning courses require a gradable posttest. The rules for making posttests vary by agency. NASW requires 10 multiple choice questions for the first CE, and 5 questions for each additional CE, with an 80% cutoff score for a passing grade. Both NYSED and OASAS are more liberal about letting the provider determine the number of questions, and BPTI will suggest a minimum cutoff score of 75% for both those organizations. When creating a new course, the Partner is responsible for creating a platform for a new course, as well as for any pretests and posttests that are required. All courses shall be subject to the review and approval of the BPTI Board.</p>
BPTI Database and Technology	<p>Partners shall have access to the BPTI database/technology items:</p> <ul style="list-style-type: none"> - <u>BPTI Database Storage</u> - data, courses, webinars, outlines, certificates, from all BPTI Board Members and Partners are stored and accessible. - <u>SurveyMonkey®</u> - the current application that pretests and posttests are stored. In the event any software, computer, or applications where any of these items are stored, this contract will extend to the new software, computers or applications. - <u>Utility E-Mail</u> – an email address (your name @bestpracticetrainers.org) - <u>Mailing Lists</u> – electronic mail list of LM and LCSWs local to the site of planned workshop; mailing list of LMHCs local to site of planned workshop, mailing lists CASACs, mailing list of NASW members. - <u>Certificate</u> – Provision of certificate with instructor’s name of the workshop, and the provider number. - Training - Partners will receive training, if requested, on how to manage the database, and extract data from the database, at no cost

RESPONSIBILITIES OF BPTI PARTNERS	
CONTRIBUTIONS	<p>A monthly suggested contribution of a Partner, which will be utilized to support BPTI’s Administrative costs and research and development fees, is \$25.00 per month to be paid on or about the beginning of each month.</p> <p>Partners must give 2 months’ notice if they plan to withdraw from this agreement, and 2 months notice if they plan to withdraw a distance-learning module such as a webinar or course. If a Partner withdraws prior to 2 months, the Copyrights for webinars, etc, reverts to BPTI.</p>
COSTS	<p>All of the following costs shall be based on Income. Income shall be defined as all payments generated from a specific Workshop/Webinar/Distance Learning Course, prior to the calculation of any Expenses.</p> <ul style="list-style-type: none"> - Partner shall remit 15% of Income from live workshop or live webinar to BPTI. - Partner shall remit an additional 10% of Income if BPTI was used for the Registration, Collection of Fees, and Marketing emails. - Partner shall remit 25% of Income from a distance learning course they created. - Partner may acquire a G-suite email address (e.g., Cheryl@bestpracticetrainers.org) at request from BPTI Board that will allow them to send out 2000 emails per day at an additional \$5 month. - - BPTI shall remit 75% of Income received from any distance learning course prepared by the Partner and being stored by BPTI. BPTI may promote Partner’s distance learning courses stored by BPTI without requiring further approval of partner. - If there is co-creation of any materials, the co-creators will decide how to divide funds or expenses that derive from the courses. <p><u>All payments and justification documentation shall be remitted within 30 days of the Live Course, Live Webinar, or use of the Distance Learning Course. All fees are payable by check or by Paypal.</u></p>
RESPONSIBILITIES OF BPTI	
	BPTI has assured NYSED, NASW and OASAS that Best Practice Trainers, Inc will grant those organizations access to the records upon request

	<ul style="list-style-type: none"> • Records must contain course materials and certificates of those who have successfully completed a course and posttest. • Best Practice Trainers, Inc will respond to any NYSED inquiry regarding the records • Best Practice Trainers, Inc will notify NYSED if the address where the records are kept changes. • In the event that Best Practice Trainers, Inc discontinues operation, the Board of Best Practice Trainers, Inc will notify the NYSED and transfer all records as directed by the Department. <p>Note: BPTI staff has the right of refusal to undertake a mailing campaign. It cannot refuse any other request (for storage, provision of email address, mailing list or local mailing list, inspection and approval of posttest, provision of certificate.)</p> <p>BPTI fees are payable by check or by Paypal.</p>
CONTRIBUTORS:	

Signature of Partner _____ Date/ _____

Term for Partnership: from Date _____ to Date _____

Signature of BPTI representative _____ Date/ _____