

DAAR Shall be Responsible for Providing:

- ▶ A current student manual for each course
- ▶ A current facilitators Guide/Manual
- ▶ Any necessary Exam and Test Key
- ▶ A current REBAC membership application
- ▶ A designation application (if applicable)
- ▶ REBAC student data and evaluation form
- ▶ Any necessary materials associated only through actual REBAC Licensee (DAAR)
- ▶ Samples of balance sheet, classroom roster and sign in sheet

At the conclusion of the course DAAR shall be responsible for:

- ▶ Submitting to REBAC all required post-course materials for which DAAR is required by the REBAC Sub-license agreement to provide including:

Local Association Royalties
Accurate Class Roster
All Original Graded Exams
Accurate Balance Sheet
Completed Application forms
Student Data Forms

- ▶ Updating DAAR education records

For the purpose of insuring that all of the DAAR Sub-License requirements are fulfilled, DAAR will provide any requesting Local Association with "Sample Forms" of all required paperwork needed for submission to REBAC. Forms may be altered in arrangement and set-up, but the basic fields of information must be included to comply with REBAC License requirements.

The [courses listed](#) are as of 2019. REBAC reserves the right to change the availability of REBAC course and those of its Partner Providers.

Local Associations are responsible for payment of Royalty fees separate from the License Usage Fee. In addition to the above responsibilities, the Local Association shall be responsible for any and all other aspects of the course, including financial obligations which may not be noted or obviously known prior to the scheduling of their course.