

Requesting Local Association Shall be Responsible for:

- ▶ Marketing the course offered
- ▶ Navigating contractual agreement with approved REBAC Instructor
- ▶ Arranging classroom facility, catering and lodging for Instructor
- ▶ Provide students with a Certificate of Completion as required by License agreement with REBAC
- ▶ Submitting accurate financial records to DAAR and ultimately REBAC
- ▶ Providing accurate class roster
- ▶ Printing necessary copies of student manuals, exams (if required), student data forms and any other necessary supplemental materials
- ▶ Arrange approved REBAC instructor and negotiate contract
- ▶ Submitting course materials to DPOR for continuing education with instructor approval (if Local Association wants to submit)
- ▶ Grading all exams prior to submission to DAAR

At the conclusion of the course the Local Board shall be responsible for:

- ▶ Submit continuing education credits to DPOR (if Local Association wants to submit, if not, there is a \$15 fee per Student)
- ▶ Within five business days following completion of the course, the Local Association shall provide DAAR with:

Student Data Forms
Sign In Sheet
Class Roster
Completed Evaluations
Graded Exams

Designation Applications

Balance Sheet

Check for Royalties per student for all applicants

Check for Sub-licensing with DAAR

(Checks can be made out to "DAAR")
