

THE LEADERSHIP AND LEARNING CENTER

CERTIFICATION TRAINING AGREEMENT

Each participant in certification training should review the following requirements and agree to the terms before signing the agreement. If you have specific needs that do not fit within this set of requirements, consideration of a special agreement is possible. You will be asked to sign a License Agreement with these terms after completion of the training to obtain certification.

Please confirm prior fulfillment of the prerequisite for attendance at certification training:

I attended (name of corresponding seminar) on _____ in _____
(date) (location)

I, _____, agree to the following conditions:

- The certification to present the seminar for which I am being certified is for my school or school district **only**.
- Certification is valid for three years from the date of the signed certification agreement.
- I will attend the full training from 8:00 a.m. to 3:30 p.m. each day.
- I will present to the training group as a condition of the certification process.
- The materials I will receive are copyrighted and cannot be altered.
- The school district agrees to purchase seminar training manuals as required for every participant in seminars presented by the Center-certified trainer.
- I will notify The Leadership and Learning Center in advance of all presentations in order to best serve clients, understanding that the Center would like to be able to respond to specific questions or comments to support my efforts.
- Presentation slides can be added to provide information directly related to the school/district to which the seminar is being presented. Any other alterations must be approved in advance by The Leadership and Learning Center.
- All copies and reprints must include appropriate attribution to The Leadership and Learning Center.
- Permission is **not** granted to reproduce the seminar materials provided during the certification training for use by seminar participants.
- All requests to reproduce any materials copyrighted by The Leadership and Learning Center apart from these seminar materials must be processed through The Leadership and Learning Center directly.
- I will participate in training to extend or refresh certification license as required.
- I will return all the information requested in the registration procedure including registration form, completed action plan (if required for prerequisite fulfillment), and method of payment.
- The certification agreement is **not** guaranteed. The certification will be presented upon successful completion of the certification training, *including demonstration of proficient presentation skills*. If proficient performance is not demonstrated during the certification training, the participant will be allowed to attend certification training again and tuition fees will be waived based on space availability.

Participant's Signature

Date

**This Agreement is required for registration in each Certification Training.
Please fill in the requested information, sign and date, and
return this form along with the registration form and payment.**