

Dear IPMA-HR Trainer Applicant,

IPMA-HR aims to provide organizations with quality trainers, courses and tools to maximize their ability to train HR Professionals. This allows organizations to conduct the training at their own facilities, with their own instructors, at their own convenience.

To be an approved trainer by IPMA-HR you must meet the following pre-requisites:

- Individual **IPMA-HR National** membership or status as an employee of an **IPMA-HR National Agency Covered staff member**;
- Graduate of Course of Interest (either online or in-person)
- Previous participation in Train the Trainer course.
- Currently IPMA-SCP Certified only
- **Recommended: 5+ years** of progressively responsible HR experience with 3 years of supervisory or leadership experience and/or 5+ years of hands-on, varied HR training experience in an adult learning environment.

If you are interested in becoming a recognized trainer by IPMA-HR, please review, complete and return the following IPMA-HR Trainer Agreement & Application and submit it for approval. For those that have already been approved as trainers for IPMA-HR, we request that you fill out the form once again as it has been revised. Going forward, IPMA-HR will issue a certificate to those that are approved as trainers. This will provide relevant documentation to present to organizations.

Thank you on behalf of IPMA-HR.

Thank you very much for your interest.

Sincerely,

Jacqueline Snyder
Professional Development Manager
IPMA-HR
1617 Duke Street
Alexandria, VA 22314
Phone: [\(703\) 549-7100](tel:(703)549-7100)
Fax: [\(703\) 684-0948](tel:(703)684-0948)
E-mail: jsnyder@ipma-hr.org
Website: ipma-hr.org



Trainer Agreement & Application

IPMA-HR National Membership ID # _____

Name: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Years of experience _____

Years of supervisory HR experience _____

Years of training experience _____

Please indicate the date and location of your "Train the Trainer" course below:

Date: _____

Location: _____

Coordinator: _____

IPMA-SCP Certification Date: _____ Last Recertification Date: _____

On a separate sheet, please provide dates of trainings you participated in to meet the above pre-requisites. Also provide us with a narrative outlining your training experience, including topics in which you are qualified to instruct, and audiences for whom you have served as a trainer

Questions? Please contact meetings@ipma-hr.org or call (703) 549-7100.

Please return both pages to IPMA-HR via email, fax or mail:

IPMA-HR Professional Development
1617 Duke Street
Alexandria, VA 22314
meetings@ipma-hr.org
(703) 684-0948 (fax)

I. Purpose of the Agreement

This agreement sets forth the terms and conditions that must be met by all individuals seeking authorization to serve as instructors for all IPMA-HR courses copyrighted by IPMA-HR.

II. Prerequisites

- Individual **IPMA-HR National** membership or status as an employee of an **IPMA-HR National Agency member**;
- Previous participation (either online or in-person) in course of interest;
- Previous participation in Train the Trainer course.
- IPMA-SCP Certified (current)
- **Recommended: 5+ years** of progressively responsible HR experience with 3 years of supervisory or leadership experience and/or 5+ years of hands-on, varied HR training experience in an adult learning environment.

II. Terms and Conditions

The individual who signs this agreement accepts responsibility for complying with the following terms and conditions:

1. The individual meets the minimum required qualifications as set forth in section II of the trainer agreement.
2. The training materials are owned and copyrighted by the International Public Management Association for Human Resources (IPMA-HR) and use of these materials must have prior written approval from IPMA-HR. The individual understands that any IPMA-HR training material may not be revised without the approval of IPMA-HR. In conducting training, the individual will convey this message to the participants.
3. To remain a trainer, the individual must remain either an individual member of IPMA-HR or be employed by an agency member of the Association.
4. The individual will not develop, market, or instruct any other competency-based training program, except in the normal scope of employment with a public agency.
5. Trainers may charge a fee of up to \$500/day of training plus reimbursement of reasonable expenses (to include travel via air or land, meals, and hotel). Please indicate your requirement below:
 - I require a trainer fee of _____ per day, plus reimbursement of expenses.
 - I require only reimbursement of expenses
 - I do not require any payment from sponsor agencies
6. To receive payment for conducting training, copies of all receipts and an invoice for the trainer fee in writing, no more than 30 days after the final day of training will be submitted to the sponsoring agency (trainer fees and expenses are the responsibility of the sponsor agency). A current W-9 form prior to payment being made.
7. The training program will be taught as set forth in the training materials. Any changes to the training materials must be pre-approved by IPMA-HR. This includes all PowerPoint slides and handouts distributed during the training.
8. IPMA-HR reserves the right to monitor the training program in any manner that it deems appropriate.
9. Participant manuals will be sold only to sponsoring organizations that will include, but are not limited to IPMA-HR chapters, regions, sections, government agencies, colleges, universities, and corporations.

III. Termination of the Agreement

IPMA-HR reserves the right to terminate this agreement at any time for any reason which may include, but is not limited to: conducting the training without notifying IPMA-HR prior to the sessions or training evaluations that are not acceptable to IPMA-HR. All instructor materials will be returned immediately to IPMA-HR if this agreement is terminated.

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