

November 13, 2018

Dr. Quintella Bounds
Director of Special Services
Harvey Public Schools 152
Harvey, IL. 60426

Please carefully review the following terms of the proposed inservice to be conducted for your staff by the Crisis Prevention Institute (Federal Tax I.D. 39-2012874):

Crisis Prevention Institute, Inc. agrees to:

- 1.) Conduct one (1) twenty-one (21) hour *Nonviolent Crisis Intervention*® Three and ½ Day Instructor Certification and Instructor Renewal Program (blended learning delivery) for Harvey Public Schools 152 on January 14-17, 2019.
Please note: This is a blended training with both Online and classroom learning. All participants are required to review the principles, concepts and models of *Nonviolent Crisis Intervention*® by completing online modules and accompanying Learners Guide (this is available within the online modules) of the *Nonviolent Crisis Intervention*® Blended Learning program. This takes approximately 2 hours and will be accomplished between January 7-11. After completion, certification candidates will attend three and ½ days of classroom training to apply and review online content and to learn, practice and prepare to become a Certified Instructor. **Please note:**
 - All participants will complete the online modules, which take about 2 hours, between January 7 and January 11.
 - Participants who are becoming Certified Instructors will attend the 14th-17th
 - Participants who are only learning the NCI content (formerly 2-day workshop participants) will attend only January 14.
- 2.) Provide a CPI Global Professional Instructor to conduct the training and pay for all travel and hotel expenses.
- 3.) Provide all necessary and applicable teaching materials.
- 4.) Make all travel arrangements and hotel reservations for CPI's Global Professional Instructor.
- 5.) Market the program to agencies in the geographical area (once signed contract is returned to CPI).
- 6.) Collect registration and tuition fees from all agencies outside of Harvey Public Schools 152.

Harvey Public Schools 152 agrees to:

- 1.) After training, remit payment within 30 days of billing date for: New Instructor Candidates: Individuals seeking to earn an instructor certification or recertification in *Nonviolent Crisis Intervention*®. These individuals will complete the online portion and attend the entire three and ½ days of the Instructor Certification and Renewal Course. Per person price of \$3,049. Two-Day Workshop participants will be charged a fee of \$1,599 each, complete the online portion and attend day one on January 14th.

Please note: Your organization will be billed for a minimum of ten (10) participants with six (6) new Instructor certification participants and four (4) Two-Day Workshop participants. You can feel free to add additional participants for the fees listed above. Maximum program participation is limited to thirty (30) for Instructor certification. A fee of \$3,000 will be assessed if program is cancelled by your organization for reasons other than natural disaster. A \$400 airline change fee will apply if program date is changed after contract has been executed and travel arrangements have been made.

- 2.) Ensure each participant from your organization completes the online portion of the program prior to classroom instruction. The On-line Learners Guide must be completed by each participant prior to training and brought to class. This will be their admission ticket into the classroom portion of the program. **Program times each day are as follows:** Day 1 - January 14th – 8:15-310pm w/ 30 minute lunch. “2 day workshop” participants will only attend this day: Day 2 – January 15th - 8:15-310pm w/ 30 minute lunch: Day 3 – January 16th 8:15-310pm w/ 30 minute lunch: Day 4 – January 17th 8:15-10:15am
- 3.) Provide the following:
 - A. Names and email addresses of each program participant to CPI at least two (2) weeks prior to training date.
 - B. A room appropriate for conducting the program (recommended minimum size: 1,500 square feet for up to 25 participants; 1,800 square feet for 26 to 40 participants).
 - C. Moveable chairs sufficient in number for participants, set classroom style. The chairs and tables should be set up at the front of the room. The back of the room should be left empty. A carpeted room is preferred (see enclosed layout).
 - D. Flip charts with markers or whiteboard with markers and eraser, and projector and screen.
 - E. Head table for Instructor’s use.
 - F. Coffee, soda, and bottled water for morning and afternoon breaks for attendees.

Please provide:

- 1.) Recommendation for local lodging (CPI will make all reservations):
Name _____
Address _____
Phone _____
- 3.) Estimated number of participants _____
- 4.) Contact person for communication between the Crisis Prevention Institute and Harvey Public Schools 152:
Name _____
Phone _____ Cell _____ Email _____

It is client's responsibility to ensure the appropriate number of staff from your organization participate in this program on the dates and times stated in this agreement. Client is contracting for a minimum number of program participants and will be billed accordingly. CPI provides no substitutions or credits to organizations for staff non-attendance at trainings. If these terms are agreeable, please sign this document. Retain one copy for your file and fax (414.979.7098) or email one copy back to us. **This Letter of Agreement will be considered null and void if not signed and received by the Crisis Prevention Institute on or before November 27th.**

AUTHORIZED SIGNATURE FOR HARVEY PUBLIC SCHOOLS 152

DATE

Name (Please type or print) _____

Title _____

Bob Cozad

11/13/18

AUTHORIZED SIGNATURE FOR CRISIS PREVENTION INSTITUTE

DATE

Name: _____

Bob Cozad

Title: Executive Director Sales Operations

Ship materials to:

Name _____

Title/Department _____

Company/Facility _____

Address: _____

City _____ State/Prov. _____ Zip/Postal Code _____

Important reminder about your training space: Adequate space is essential for conducting the *Nonviolent Crisis Intervention*® training program. For an average class size, a minimum of 1,500 square feet (140 square meters) is recommended. A room smaller than 1,500 square feet will not allow for a sufficient practice area for exercises, activities, and physical intervention skills. If needed, two smaller adjacent rooms may be utilized. One for classroom training and the other (preferably empty) for use as a practice area.

Training Site:

Site/Location Name _____

Address: _____

City _____ State/Prov. _____ Zip/Postal Code _____

Phone _____ Contact Person _____