



Guidelines for Sponsoring an ICPI Concrete Paver Installer Boot Camp Course

- 1. Decide who the contact person is in your company** for organizing the course. This person is responsible for all aspects of the course and communication with ICPI. The sponsor is responsible for advanced and on-site registration.
- 2. Confirm instructor(s).** Courses must be conducted by at least one active ICPI Certified Concrete Paver Installer. Contact the ICPI education department to ensure that you have the most up-to-date list of instructors. The sponsor is responsible for negotiating any fees, expenses and travel arrangements with the instructor(s). Each instructor must complete an ICPI Boot Camp Instructor Agreement before instructor materials for the course will be released to the instructor(s). This includes the instructor's guide, PowerPoint files and videos.
- 3. Choose a location at which to hold the course**, such as a manufacturer or dealer facility, school or community college. The facility must have both a classroom environment and an area for the hands-on instruction component of the course. Sponsors are required to make arrangements for 1) equipment to present the PowerPoint files and videos, which include audio and 2) all materials and equipment for the hands-on instruction component of this course. The list of materials and tools can be requested from ICPI. Multiple areas may be required depending on the number of students enrolled. Each hands-on area is ideally suited for a maximum of 6 students, and each area should have an instructor or helper assigned to it.
- 4. Complete the sponsorship agreement and return to ICPI at least four weeks in advance** of the course date. Informing ICPI up to 45 days in advance has proven to be beneficial in properly promoting a course.
- 5. ICPI will send the sponsor contact a registration form** that explains the course content. The sponsor collects the registration form from students and provides it to ICPI after the course is completed.
- 6. Other expenses to consider** may include renting a meeting room with tables and chairs, a projector and screen, DVD/TV, donuts, coffee, lunches, instructors' fees and travel. You would also be responsible for making the appropriate arrangements if someone specifies a need related to ADA requirements.
- 7. Promote the course in your area.** The course registration form provided by ICPI includes details about course content, so it can be used as a promotional piece. Registration deadlines should be stressed in order to encourage early registration, but there may also be walk-in registrations if space allows. The sponsor contact noted on the agreement is responsible for collecting any walk-in participant registration information on-site. If a sponsor decides to cancel a course, the sponsor must inform all attendees.
- 8. Student manuals are shipped to the address specified by the sponsor.** Sponsors should order student manuals from the ICPI bookstore at least one week prior to the start date of the course. The sponsor is responsible for on-site distribution of manuals to registered attendees.
- 9. ICPI will provide access to online files for sponsor materials** including an attendee registration form, exam, a record of completion template, and an instructor/event evaluation form.
- 10. Sponsors should provide each attendee who earns a passing grade a record of completion.** Students who earn a score of 75 percent or higher should be provided with a record of completion for the course.
- 11. Sponsors must provide student contact information and post-event evaluation forms to ICPI.** ICPI prefers to receive this information digitally.

Thank you for your participation and support of ICPI education programs! Questions?

Contact: Merry Beth Hall, ICPI Director of Education & Workforce Development

Tel: (703) 657-6900 Email: mhall@icpi.org



Sponsor Agreement for ICPI Concrete Paver Installer Boot Camp



I, _____ [Print Name], an authorized representative and signatory of _____ [Print Company Name] (hereinafter "Sponsor") have committed to sponsor an ICPI Concrete Paver Installer Boot Camp course in _____ [city] on _____ [dates].

The Sponsor hereby acknowledges and agrees that it shall be solely responsible for performing all the duties and responsibilities set forth in this Agreement and the *Guidelines for Sponsoring and ICPI Concrete Paver Installer Boot Camp Course*. The Sponsor further acknowledges and agrees that it shall be solely responsible for performing all duties and responsibilities associated with the implementation and completion of the ICPI Concrete Paver Installer Boot Camp course, including the payment of costs associated with the course. These costs include, but are not limited to, instructor fees and associated travel expenses, such as transportation to and from the course location, lodging, meals, venue room rental, audio-visual rental, promotional brochure printing, purchase of student manuals, and any food or beverage for the attendees. **The Sponsor understands that the course must be conducted by an active ICPI Certified Concrete Paver Installer who is employed by or contracted by an ICPI member company, and who has completed the web-based Boot Camp Instructor Training and endorsed the Boot Camp Instructor Agreement.** The Sponsor further agrees to deliver the ICPI Concrete Paver Installer Boot Camp course and exam in its entirety and that the course and its materials shall not be altered, amended or shortened in any way. Furthermore, in the event of a course cancellation, the sponsor is responsible for any incurred costs. These costs may include, but are not limited to, any pre-purchased non-refundable travel vouchers, incidental cancellation fees, and administration expenses related to the planning of the event.

ICPI Boot Camp Policy

1. There is no fee charged for the use of the ICPI Boot Camp program materials. However, the student manuals will be printed in quantity and made available for purchase from the ICPI online book store at cost plus shipping.
2. The sponsor of the program must either be a member of ICPI, an affiliated ICPI Chapter, a government agency, a municipality, an educational institution, or an ICPI approved non-profit organization.
3. The instructor shall be an active ICPI Certified Concrete Paver Installer and be employed or contracted by a company who is a member of ICPI.
4. The Sponsor must complete the ICPI Boot Camp Sponsor Agreement and submit it to the ICPI Program Coordinator at least 4 weeks prior to the event date. It will be the Sponsor's responsibility to determine the location, promote the event, arrange for an instructor and provide materials and equipment.
5. The Sponsor is required to submit the contact information for students who participate in the program. This includes email addresses and the authorization to use email addresses.
6. Participants will be asked to complete a post-event evaluation which the sponsor will collect and submit to ICPI with participants' contact information.

The Sponsor agrees to accept course pre-registration and to staff registration onsite with an employee of the Sponsor to manage registration. Exceptions to these requirements or special circumstances shall be addressed to the ICPI Executive Director and will require prior written approval by the ICPI Board of Directors.

We also agree to follow the sponsor guidelines attached to this agreement.

_____ **Optional:** By initialing next to this option, the Sponsor requests that ICPI not advertise the program/course in the public calendar section of the ICPI website, in the ICPI Magazine, or any other areas where ICPI prints its calendar of events, thus restricting registration to only those invited by the Sponsor.

Read and Agreed to by _____ [signature], an authorized representative
and signatory of the Sponsor _____, dated _____.

Sponsor (ICPI Member Company, Affiliated ICPI Chapter, Government Agency, Municipality, ICPI-Approved Non-Profit Association, Educational Institution):	
Dates of Course:	Start and End Time:
Location of Course (include facility name, street address, city, state/prov, postal code, tel number):	
Sponsor Contact Name:	Facility Maximum Capacity:
Sponsor Contact E-mail:	Sponsor Contact Phone:
Instructor 1 (Must be active Certified Concrete Paver Installer):	Instructor 2 (OPTIONAL):

Return completed form to ICPI Education Staff – icpi@icpi.org.