Agreement between the
Interlocking Concrete Pavement Institute (ICPI)

and
________________________________________ [print name], ICPI Boot Camp Instructor

The ICPI Boot Camp Instructor understands and agrees to uphold the following requirements.

1. All instructors must:
   a. Be ICPI Authorized Contractor Instructors or active Certified Concrete Paver Installers;
   b. Be employed or contracted by an ICPI member company; and
   c. Complete a 3-hour web-based training program for Boot Camp instructors. (click webinar to register): Webinar #1: Boot Camp Logistics; Webinar #2: Teaching Classroom Portion; Webinar #3: How to Teach Novice Installers

2. ICPI Boot Camp Instructors must maintain items 1.a and 1.b to remain qualified as an ICPI Boot Camp Instructor.

3. This agreement is valid for a period of two years and must be renewed to remain qualified as an ICPI Boot Camp Instructor.

4. The materials provided are the property of ICPI and is protected by copyright laws. The following ICPI copyright statement is prominently displayed on all instructional materials.

   No part of ICPI publications or course material in any format, including but not limited to those in printed, video, audio or electronic format, may be altered, reproduced or transmitted in any form or by any means, electronic, video, audio or mechanical, including but not limited to photocopy, recording, or any information storage and retrieval system, without express permission in writing from the Interlocking Concrete Pavement Institute. (Remember, the ICPI copyright notice must appear prominently on all ICPI original works. – Copyright or ©. 20___. Interlocking Concrete Pavement Institute. All rights reserved.)

5. Upon release of subsequent editions of course materials, mandatory instructor training may be required, and failure or refusal to attend and satisfactorily complete the mandatory training will result in suspension or loss of ICPI Boot Camp Instructor status.

6. All ICPI materials and documents produced, owned and made available by ICPI to the instructor are and shall remain the sole and exclusive property of the ICPI. No instructor may use any ICPI course materials for any purpose except in connection with an ICPI authorized Boot Camp Training Program.

7. An ICPI Boot Camp course must be conducted by at least one ICPI Boot Camp Instructor who is authorized by ICPI to teach that specific course. Additional instructors or helpers may be required during the course labs to ensure a maximum student-teacher ratio of 6:1.

8. The instructor must refrain from advertising or promoting his or her employer, company, products or any affiliations represented during the ICPI Boot Camp course or in the course presentation materials. Mention of a company affiliation (including the Sponsor of the course) during the course introduction shall be acceptable, but mention of a company affiliation repeatedly throughout the course is considered unacceptable promotion and may subject the instructor to disciplinary action by the ICPI.

9. The instructor will at all times follow the ICPI curriculum and best practices when instructing any ICPI Boot Camp course. The use of non-ICPI approved material is prohibited as is the modification of materials provided by ICPI.

10. The instructor will at all times conduct him or herself in a professional manner befitting the ethical code of his/her profession and ICPI, which includes, but is not limited to, the disclosure of a conflict of interest as outlined in the ICPI Statement of Policy. In addition, clothing, anecdotal comments, humor and other aspects of the session presentation shall adhere to the highest social, professional, legal and ethical standards. Sexist, racist, profane or otherwise degrading comments or inappropriate humor of any kind shall not be tolerated and could result in suspension or loss of ICPI instructor authorization.
11. The instructor understands that there is no time limit for the course exam and that the exam is closed-book. The instructor must administer the course exam so that the performance of the course participants is an accurate reflection of the knowledge they retained from the course content. Instructors may offer to read aloud the exam questions and possible answers to a participant who needs this accommodation, but the instructor must allow the participant to select their answer choice without assistance. The instructor may not rephrase or interpret questions for the student.

12. In the event that an ICPI Boot Camp Instructor is no longer considered active as a result of having failed to satisfy the renewal requirements or no longer meets the requirements set forth herein, then such instructor shall immediately return to ICPI any and all originals and copies of ICPI owned and copyrighted instructor materials, including presentations (in any format), speaker notes, etc. The instructor may not retain copies of the ICPI materials or distribute or disseminate the materials to any third party, nor may he/she use them for any other purpose.

13. Causes for suspension and revocation of instructor authorization include, but are not limited to, the following:
   a. The instructor is found to have knowingly circumvented established ICPI guidelines or the terms of this agreement.
   b. For any courses where the average instructor rating is less than 3.5, the instructor’s authorization status will be immediately suspended. The sponsor will be contacted by ICPI to verify if there were issues related to the instructor or if there were other extenuating circumstances. If the issues were related to the instructor, the instructor’s authorization will remain suspended until the Contractor Education Subcommittee can review the case. Revocation of instructor status will occur only if a score of 3.5 or lower is proven to be warranted. This would be determined on a case-by-case basis, reviewed by staff first and then the Contractor Education Subcommittee if necessary. Any ICPI decision to suspend or revoke an instructor’s status will be provided to the instructor in writing.
   c. Appeal Process - An instructor may appeal, in writing, to the ICPI Executive Director within 60 days of any decision regarding suspension or revocation that he/she feels is unwarranted. The Executive Director will investigate the matter and respond in writing with a final decision within 30 days of receipt of the appeal, which decision will be final and binding.

I have read, understand and agree to abide by these instructor guidelines and policies.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
ICPI Member Company

________________________________________
Date

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