

IIFBC INSTRUCTOR AGREEMENT

QUALIFICATIONS AND REQUIREMENTS

1. Board certification with IIFBC as a Faith-Based Clinical Counselor (requires CNS101, CNS102, CNS103).
2. Maintain that certification with IIFBC annually.
3. Must be approved by the IIFBC Administration as an Instructor.
Approval process may include but not be limited to the following:
 - Be submitted to a local body of believers
 - Applicant must have sufficient qualifying teaching/counseling and administrative experience.
4. Other factors considered are years of experience as a counselor, pastor, or licensed minister, ability to start and end a class on time, dress professionally, understanding of IIFBC material and ability to effectively teach that with PowerPoint, and ability to teach required topics within arranged class time.

INSTRUCTOR RESPONSIBILITIES

1. Topic preparation
2. Familiarity with PowerPoint, Zoom, etc.
3. Maintain Code of Ethical Standards as stated in IIFBC course manuals
4. Agreement with and submission to IIFBC policies and leadership
5. Be professional with dress, speech, and presentation

What IIFBC Will Provide:

1. Phone and email support regarding the conducting and presenting of classes/workshops
2. A CD or thumb drive of PowerPoint presentations for teaching IIFBC classes (if available)
3. Scheduled classes will be promoted by IIFBC through website, newsletters, and email campaigns.
4. IIFBC will provide office support for handling enrollments and enrollee questions.
5. For live/on-site classroom classes/workshops, graduate certificates and certifications will be mailed to the Instructor, if time allows, to be presented during class once payment has been received. Certificates and certifications will be mailed to students/graduates if tuition is not received in time.
6. Graduate certificates and certifications for Zoom or video presented courses/workshops will be mailed directly to the graduates.
7. IIFBC will supply manuals needed to conduct the classes/workshops. For live/on-site classroom classes/workshops, IIFBC will mail the manuals directly to the Instructor to be presented during class.

8. For Zoom or video presented courses/workshops, IIFBC will mail the manuals directly to the student via USPS Media Mail. If it needs to be priority mail due to the student/participant not enrolling soon enough, the student/participant will need to pay the total cost of postage. Postal fees are not part of the Instructor's commissions.

AGREEMENT

Financial

1. Any compensation to the Instructor from IIFBC will be as a contract laborer. Instructors are responsible for their own taxes. A 1099 will be sent at the end of the year. A valid ID, social security number, and bank account information will be required to set up compensation through the payroll company.
2. Instructors will receive 35% of the tuition/enrollment fees from the classes/workshops they present using IIFBC supplied curriculum and materials.
3. Instructors will receive 50% of the tuition/enrollment fees from the classes/workshops they present when utilizing other curriculum and materials approved by, yet not supplied by, IIFBC. The student/participant will obtain such materials from sources other than IIFBC, which IIFBC will not facilitate.
4. In order to receive compensation, Instructors will need to submit an IIFBC School Reporting Form to IIFBC at the end of each course or workshop presented.
5. IIFBC will pay for shipping of IIFBC manuals/materials to the class location, to the Instructor, or directly to the students attending Zoom classes.

POLICIES

1. If more manuals are obtained than needed, they should be kept for another training event or returned to the IIFBC office.
2. Tuition rates for classes/workshops and certifications must be at IIFBC's current rates (subject to change), unless there is a signed written agreement stating otherwise. Student tuition and enrollment fees must be paid directly to IIFBC. Tuition, and enrollment fees are not allowed to be paid to an Instructor or any other organization other than IIFBC.
3. There will be no refunds issued to students when they notify IIFBC that they will not be able to attend the course/workshop. The same applies to "no shows" but the funds received for a course or workshop that has been paid for yet unattended can be applied to another course or workshop. The Instructor will receive the commission only from funds paid. The Instructor is required to allow previously registered participants that were "no shows" or cancellations from other IIFBC classes/workshops.

Administration of Onsite Classes/Workshops

1. Students may enroll through IIFBC's website(s) or by calling the IIFBC office.
2. All students/participants are required to fill out and submit an IIFBC enrollment form to IIFBC.

3. You are not allowed to sell IIFBC manuals/workbooks to anyone. They are only provided to students as part of tuition/enrollment fee.
4. No taping or recording of the classes is allowed through any recording system without written permission by IIFBC.
5. Before conducting your first class, Instructors are required to have a phone interview with IIFBC administration regarding procedures and insights that have been gained from teaching these classes since year 2000.

Representations

1. When scheduling or conducting a class, please remember that you are representing IIFBC. IIFBC does expect Instructors to dress and conduct themselves professionally when conducting a class.
2. Do not use the classes as a platform to teach pet doctrines or preach sermons in addition to or instead of IIFBC material or IIFBC approved material.
3. Do not significantly deviate from how the material is presented in the manual.
4. Do not demean or degrade the medical establishment, secular licensing establishment, other faith-based schools, religious denominations, or IIFBC.
5. All certificates and certifications must be prepared and provided by IIFBC's main office.
6. Do not promote other faith-based counseling organizations above IIFBC in or outside of class.
7. Do not teach IIFBC courses in states that have restricting laws for higher education that do not allow such.
8. Do not give anyone the impression that they can provide counseling services as a faith-based counselor outside of or out from under the authority of a recognized church or outside the current laws of their state.
9. Be honest with all dealings with IIFBC.

Liability and Disclaimer and Termination

1. Instructors may not give legal or medical advice to students or graduates.
2. IIFBC does not assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, information within course manuals, or process disclosed. In no event shall IIFBC be liable for any compensatory, special, direct, incidental, indirect, consequential damages, exemplary damages or any damages whatsoever resulting from the use of or the loss of use from, profits lost, or results whether resulting from loss of use or performance of the information generally or on any other basis. If the limitation of liability or the exclusion of warranty set forth herein is held inapplicable or unenforceable for any reason, then IIFBC's maximum liability for any type of damages shall be limited to U.S. \$100.00 (one hundred dollars).
3. You agree to protect, defend, indemnify and hold IIFBC, its directors, officers, employees, agents, parent corporation, subsidiaries, affiliated corporations, and divisions harmless from and against all claims, proceedings, damages, actions, profits, liabilities, judgments, penalties, liens, forfeitures, fines, costs, expenses, attorney's fees, and costs of settlement, and other

losses, consequently, directly or indirectly involving you, incurred as a result of, arising out of, or connected with being an instructor for IIFBC or being a representative of IIFBC.

- 4. In no event shall Life Training Institute (LTI) dba IIFBC or any party holding copyright and trademark agreements with LTI or IIFBC be liable to you for any damages, direct or indirect, including any lost profits, lost savings, interruption of business, loss of business opportunities or other incidental or consequential damages, arising out of your possession, use of, or inability to schedule or conduct a class, even if IIFBC has been advised of the possibility of the damages, or for any claim by you or any other party.
- 5. This Agreement may be changed or terminated at any time for any reason by IIFBC. Your position as an IIFBC Instructor may be terminated automatically without notice if you fail to comply with any provision of this Agreement.
- 6. The terms and conditions of this Agreement shall be governed and construed by the laws of the State of Texas, without giving effect to its conflict of laws provisions. You agree to submit to the jurisdiction of the State of Texas, Hardin County for any and all disputes, claims, and actions arising from or in connection with this Agreement.

I, _____, am applying for the position of being an Instructor with IIFBC.

In witness whereof, the undersigned has understood, approved, and agreed to this Agreement with signature below.

Printed Name _____

Cell Phone _____ Email _____

Address _____

Office Phone _____ Home Phone _____ Fax _____

Signature _____ Date _____

Witness _____ Date _____

IIFBC Authorized Representative _____

Signed _____ Date _____

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