

## Hosting a Certified TheraTogs Fitter Course



### Course Titles and Complimentary Seat Allotment for Host.

Posture & Torso Alignment in Pediatric Orthopedic Development: TheraTogs Certified Fitter, Level 1 (1 day) 3 seats

Pediatric In-toeing & Out-Toeing Management for Neuromotor Training: TheraTogs Certified Fitter, Level 2 (1 day) 3 seats

### Instructor:

- Deborah Stack, PT DPT PCS
- Beverly Cusick, PT, MS, NDT, COF/BOC

*Instructor subject to availability*

### Primary TheraTogs, Inc. (TTI) Responsibilities:

1. Provide a qualified instructor who will present the program as detailed
2. Apply for and administer CEUs for PTs and Orthotists.
3. Create course registration web page and process, retain registration proceeds, and provide registrant data to the other party.
4. Cover ½ of the Instructor's travel, lodging, and meal expenses. Provide transportation for Instructor between airport, hotel, and course venue.
5. Pay for the shipment of course and Lab support materials to and from the course.
6. Market the course on TheraTogs.com websites and social media, and with other means it deems appropriate.
7. Supply training systems and support materials for certification labs.
8. Administer CTF certificates and CTF program registration for participants who successfully complete the lab and competency test components.
9. Supply course handouts and issue completion certificates to attendees.

### Primary Host Responsibilities:

1. Provide a suitable learning environment which includes the following for didactic sessions:
  - Seating for attendees with a writing surface provided (desk chairs or tables).
  - 2 tables in front for Instructor's computer and props.
  - An LCD projector with connector cables on a small table.
  - A projection screen, or blank wall sufficient to project the instructional content - and the

- ability to darken the room so that attendees can readily view the presentation.
  - Wearable microphone for attendee group greater than 20, preferably a head-set style.
  - Access to a backup laptop and LCD projector in the event of equipment failure.
2. Provide a suitable lab space for up to 8 groups of 3 to work in standing position, with 5 tables for lab supplies.
  3. Cover ½ of the Instructor's travel, lodging, and meal expenses.
  4. Provide healthy break refreshments at registration, a.m. break, and p.m. break times.
  5. Market the course to local clinicians with the intention of maximizing enrollment.
  6. Accept and care for course-related materials shipped to Host prior to the course.
  7. Administer the attendee sign-in process at the course. Typically, a.m. and p.m. sign-in sheets are required.
  8. Collect course evaluation forms at course completion, and provide TTI with a copy of evaluation forms.
  9. Ship course and lab materials to TheraTogs (TTI) in Colorado (or next course location) in a timely manner after course is completed, using shipping labels provided by TTI.

### **Other Terms & Conditions**

1. **Deposit:** Host will pay a deposit of \$500 with the execution of this Agreement. TTI will apply the deposit to the hosts share of expenses upon completion of the course.
2. **Complimentary Seats:** Host will receive complimentary seats to the course as indicated for the course(s) selected above.
3. **Enrollment:** Enrollment in didactic course(s) or course segments is limited only by seating space. Certification labs are limited to 18 or 24 participants, depending on the course being provided.
4. **Student Policy:** PT, OT, and orthotist students can take the course(s) listed. They will receive a completion certificate at the end of the course, but will not receive certification or CEUs if offered with that course.
5. **Cancellation by Host:** If Host cancels or reschedules the course date(s), it waives the course deposit and must reimburse TTI for any travel expenses incurred to date.
6. **Cancellation by TTI:** If TTI cancels or reschedules the course date(s), it will refund the course deposit and any reimbursement for any travel expenses paid to date.
7. **Recording the Course:** Videotaping of any aspects of this course is prohibited unless performed by TTI with Host's permission. Audio taping by course attendees for personal review is permitted.