

## Sponsoring a Certified TheraTogs Fitter Course



### Course Title and honorarium fee. Initial selected course(s):

Posture & Torso Alignment in Pediatric Orthopedic Development: TheraTogs Certified Fitter, Level 1 (1 day) (\$1500)

Pediatric In-toeing & Out-Toeing Management for Neuromotor Training: TheraTogs Certified Fitter, Level 2 (1 day) (\$1500)

#### Instructor:

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

*Instructor subject to availability*

#### Course Type:

- Private – Internal team members only, no public registration
- Public – Sponsor markets course to qualified clinicians, charges registration fee

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

1. Provide a qualified instructor who will present the program as detailed.
2. Market the Course on TheraTogs.com websites and social media.
3. Supply Course handout master for Sponsor's replication and distribution to attendees.
4. Supply training systems and support materials for certification labs;
5. Administer CTF certificates and CTF program registration for participants who successfully complete the lab and competency test components.

### Primary Sponsor 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. Ensure the meeting space is available for the EXCLUSIVE USE of the course for the full run of the

program, including up to 2 hours on the afternoon or evening prior to Day 1 for setting up, and up to 1 hour after end of Course for tearing down.

4. Set tuition price plus any discounts; administer course registrations; collect and keep all registration proceeds.
5. Unless otherwise indicated, pay for the Instructor's travel, lodging, and meal expenses. Pay for the shipment of Course and Lab support materials to and from the Course.
6. Pay for course Handouts for all attendees (TTI will print and ship handouts and the cost will be included in the final invoice after the course is completed)
7. If Course is public, market the Course to local clinicians with the intention of maximizing enrollment.
8. Accept and care for course-related materials shipped to Sponsor prior to the Course.
9. Administer the attendee sign-in process at the Course. Typically, a.m. and p.m. sign-in sheets are required. Provide name tags for all attendees.
10. Provide healthy break refreshments at registration, a.m. break, and p.m. break times. Lunch is at Sponsor's discretion.
11. Distribute and collect course evaluation forms at Course completion, and provide TTI with a copy of evaluation forms.
12. Provide TTI with full contact information for all attendees, and indicate which are certified and for which CTF level.
13. Ship course and lab materials to TTI in Colorado (or next course location) in a timely manner after Course is completed. If requested, TTI will provide shipping labels and include shipping costs in final reimbursable expenses.

#### Other Terms & Conditions

1. **Deposit:** Sponsor will pay a deposit of \$500 with the execution of this Agreement. TTI will apply the deposit funds to the reimbursable travel expenses prior to issuing an invoice for the final balance due.
2. **Honorarium:** Sponsor will pay the honorarium indicated for the course(s) selected above, payable at the completion of the course.
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. Sponsor may choose to offer a student discount at its discretion.
5. **Cancellation by Sponsor:** If Sponsor 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 Sponsor's permission. Audio taping by course attendees for personal review is permitted.