

# Continuing Education Sponsor Agreement

Sponsoring Organization \_\_\_\_\_

I, \_\_\_\_\_, as authorized representative of the above named company or organization, do hereby certify that the courses offered to North Carolina Licensed Locksmiths for purposes of fulfilling their requirements for Continuing Education will comply with standards established by the NC Locksmith Licensing Board for Continuing Education classes. The requirements are as follows (initial each line):

\_\_\_\_\_ All Classes shall be in subjects that will further educate a person's practice of Locksmithing, whether it be technical, instructional, "hands-on", video presentation, or other.

\_\_\_\_\_ Each contact hour of credit shall represent at least 50 minutes of actual instructional time.

\_\_\_\_\_ Only persons who attend the entire class will receive a certificate of attendance.

\_\_\_\_\_ The course sponsor shall maintain records of course content and attendance for at least four years. These records shall be provided to the NC Locksmith Licensing Board upon request.

\_\_\_\_\_ Agree to furnish to the NC Locksmith Licensing Board a list of the students and CE credits earned within thirty (30) days after completion of courses/classes.

\_\_\_\_\_ Class materials and classes shall be subject to monitoring by the NC Locksmith Licensing Board or its representatives. The Board will be notified at least two weeks prior to convening class date. Notification will include: date, time, location, maximum class size, a copy of the class syllabus (outline), and any cost for the class.

\_\_\_\_\_ Agree to allow the NC Locksmith Licensing Board to post class information on the Board's website.

\_\_\_\_\_ Agree to furnish the Board a new Sponsorship Agreement each year of participation.

\_\_\_\_\_ Furthermore, I understand that this agreement is not valid until notified by the Board, and that it may be voided by either party at any time.

*This Agreement expires December 31<sup>st</sup> each year. Renewal sponsorship agreements need to be submitted to the North Carolina Locksmith Licensing Board for approval within sixty (60) days prior to December 31<sup>st</sup> for sponsorship to continue without interruption.*

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_