



Letter of Agreement

Name of Business
and
Iowa Western Community College
for
Co-Sponsorship of Continuing Educational Offerings

Continuing Educational programs offered at (Name of Business) have the following objective: to enhance the practitioner’s educational needs and the health needs of the consumer.

- 1.0 Name of business (initials of business) agrees to:
 - 1.1 Provide promotion to (initials of business) employees and select participants outside (initials of business).
 - 1.2 Provide program instructor, facility and audio/visual equipment.
 - 1.3 Provide IWCC with program objectives, purpose, outline and instructor resumé prior to the program. Attendance sheet will be provided to IWCC following the program.
 - 1.4 Provide IWCC with one set of class materials.
 - 1.5 Conduct registration as acting IWCC representative.
 - 1.6 Reimburse IWCC (price), the annual fee to cover approved provider and administrative fees. This fee enables (initials of business) to offer as many programs as desired and to an unlimited number of participants.
- 2.0 Iowa Western Community College (IWCC) agrees to:
 - 2.1 Approve content and provide CEU/Contact Hours approval for identified licensed certified personnel.
 - 2.2 Provide (initials of business) with continuing education registration forms or certificates for all participants.
 - 2.3 Provide assistance with registration when requested.
 - 2.4 Provide state licensing boards with required program and attendance information.
 - 2.5 Provide CEU file when requested.
 - 2.6 Maintain records of program.
 - 2.7 Issue certificates of completion with evidence of Contact Hours/CEU’s awarded.

(Full name of Business)

Name (PLEASE PRINT LEGIBLY) Title Signature Date

Street Address City State Zip

Phone Fax Email

Iowa Western Community College

Lana Hansen BSN, RN Program Coordinator Date
Iowa Western Community College

Contract valid to June 30, 2015