

The Individualized Classroom Assessment Scoring System (inCLASS)



www.inclassobservation.com  
info@inclassobservation.com  
1-866-301-8278, ext. 2

The Individualized Classroom Assessment Scoring System (inCLASS) is owned by the University of Virginia's Center for Advanced Study of Teaching and Learning (CASTL), the authorized provider of training and consulting services relating to the inCLASS. This agreement for training services on the dates below is made between the undersigned Purchaser of services and the inCLASS Project. For the purposes of this agreement, the Purchaser includes the individual trainee and/or trainee organization/project/group.

**Purchaser Information:**

Name of Organization: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Phone Number for Contact Person: \_\_\_\_\_  
Email Address for Contact Person: \_\_\_\_\_  
Training Dates: \_\_\_\_\_  
Training Location: \_\_\_\_\_

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**AGREEMENT, TERMS, AND CONDITIONS**

**Expectations of the Purchaser:**

For Training:

1. The inCLASS training will take place on two consecutive days for at least eight hours each day. The Purchaser is responsible for arranging physical training space that is conducive for video watching, including but not limited to providing a digital projector, speakers, and computer.
  - a. The Purchaser will provide opportunity for lunch and breaks for the trainer and trainees.
2. The Purchaser will not register more than 15 trainees for the inCLASS training without prior written consent from the inCLASS Project.
3. The Purchaser will provide full names and e-mail addresses of all trainees to the inCLASS Project at least seven days prior to training date (for pre-training materials and Video Library access).
4. The Purchaser is responsible for the distribution of the authorized inCLASS manuals and pre-training exercises to each trainee at least seven days before training (these will be provided by the inCLASS Project).
5. Before finalizing the training agreement, the Purchaser will discuss possibilities of sharing outcome related data collected in conjunction with the inCLASS observations with CASTL, in order to further validate the measure.

For Follow-up Training Consultation:

6. The Purchaser will only provide access to observers who have successfully completed the inCLASS training with a certified Trainer, passing the reliability standards.
7. The Purchaser will follow all inCLASS video footage guidelines by:
  - a. Not charging any additional fees.
  - b. Not using video for any other purpose unless approved in writing by CASTL.
  - c. Not house electronic copies on personal professional computers.
8. The Purchaser will notify CASTL staff of any time the website server is slow by emailing info@inclassobservation.com the time, date, and specific clip being viewed.

**Products Received from the inCLASS Project:**

For Training:

9. One certified trainer for two full-days of training on the inCLASS, and up to five hours of follow-up for a maximum of 14 days after the training date.
10. The authorized inCLASS coding manual, justifications and coding sheets for all video clips utilized in training, and other training related materials will be provided for each registered inCLASS trainee at least seven days before the training date.

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11. Access to the inCLASS website with an online Video Library will be provided for each registered trainee seven days before the training date, and will be available for the duration of one year following the scheduled training date.

For Follow-up Training Consultation:

12. Access to sets of five calibration videos for each registered and certified inCLASS observer for one year from date of training. A total of three sets of clips are available (15 videos, each 10 minutes long) on the inCLASS website.
13. Hardcopies of the authorized inCLASS coding sheet and each clip justification will be provided to the Purchaser for each registered and certified observer.
14. Up to one hour of consultation by a certified inCLASS Trainer to the Purchaser per each set of five calibration clips.

Costs:

For Training:

15. *Costs payable directly to the inCLASS project* received at least 14 days before the scheduled training date:
  - a. The Purchaser is responsible for payment relating to Training materials for the amount of \$1000. This fee includes shipment of the authorized inCLASS coding manuals, justifications and coding sheets for 10 video clips utilized in training, and other training related materials. This fee also includes inCLASS website access for the Video Library prior to and for one year following the training date for each registered inCLASS trainee, as well as for related preparation by administrative personnel.
16. *Costs payable directly to the individual Trainer* within 30 days after the training date:
  - a. The Purchaser is responsible for individual payment to the inCLASS trainer for the amount of \$1000.
  - b. The Purchaser is responsible for all travel arrangements for the inCLASS trainer, including but not limited to flights, hotel, transportation to training, and all meals (following federal per diem rates). The inCLASS trainer will submit a Training Invoice to the Purchaser within seven days of the training date, and the Purchaser will make payment in full upon receipt of the Training Invoice. The Purchaser will plan for travel arrangements for the Trainer at least one day prior to and following the two-day inCLASS training date.

Please check one:

 The Purchaser will coordinate and pay for all travel arrangements, and reimburse inCLASS for other expenses.  
 The Purchaser will reimburse the inCLASS Trainer for all travel arrangements.

For Follow-up Training Consultation:

17. *Costs payable directly to the inCLASS project:*
  - a. The Purchaser is responsible for \$20 per inCLASS observer/trainee for each set of five calibration clips. This fee includes shipment of justifications and coding sheets, as well as clip access via the inCLASS website.
  - b. When multiple sets of five calibration clips are purchased *at the same time*, the following pro-rated discounts will be applied:
    - i. \$18 per inCLASS observer/trainee for second set of five calibration clips (10% pro-rated when purchased at one time).
    - ii. \$16 per inCLASS observer/trainee for third set of five calibration clips (20% pro-rated when purchased at one time).

Cancellation and Rescheduling Provisions:

Training may be rescheduled by mutual agreement, or due to extraordinary conditions beyond the Purchaser's or inCLASS Project's control. If the training is cancelled or rescheduled by the Purchaser anytime before the agreed upon training date, the Purchaser agrees to reimburse any nonrefundable travel and other expenses already incurred by the inCLASS at the time of cancellation. If the training is cancelled or rescheduled by the inCLASS, we will work with the Purchaser to reschedule.

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If Purchaser uses training services of the inCLASS but has not signed this agreement at the time the services are rendered, then Purchaser acknowledges that the services accepted will be subject to the terms and conditions set forth in this agreement.

To be effective, any changes or amendments to this agreement must be made in writing and signed by both parties. This agreement is the entire agreement between the parties and supersedes any prior agreements or oral understandings between the parties.

Signing this agreement certifies that the Purchaser will comply in full with the above terms and conditions.

Please check all that apply:

- I am purchasing the inCLASS training.
- I am purchasing the inCLASS follow-up training consultation.

Name of Purchaser: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_