



inCLASS Train-the-Trainer Program Agreement

The inCLASS Train-the-Trainer (TTT) Program is owned by the University of Virginia's *Center for the Advanced Study of Teaching and Learning* (CASTL), the authorized provider of training and consulting services relating to the inCLASS. CASTL desires to train the Purchaser in the inCLASS Train-the-Trainer Program and grant to Purchaser a limited license to train others within the trainee's organization/project/group. The inCLASS TTT program will train individuals how to be a Trainer for future authorized inCLASS observational trainings.

This agreement is made between the undersigned Purchaser and the *Individualized Classroom Assessment Scoring System* (inCLASS) Project. For the purposes of this agreement, the Purchaser includes the TTT trainee, future inCLASS trainer, 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: _____
TTT Program Dates: _____
TTT Program Location: _____

AGREEMENT, TERMS, AND CONDITIONS

Expectations of the Purchaser:

- 1) The inCLASS TTT 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 discussion and 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 TTT trainees.
- 2) The Purchaser will not register more than 10 trainees for the inCLASS TTT without prior written consent from the inCLASS Project.
- 3) The Purchaser will only enroll trainees who have been officially certified reliable on the inCLASS observational training.
- 4) The Purchaser will provide full names and e-mail addresses of all TTT trainees to the inCLASS Project at least ten days prior to training date.

Once certified as an inCLASS Trainer, the Purchaser agrees to:

- 5) Be responsible for payment of the authorized inCLASS Training materials for each future inCLASS Training.
 - a. *Costs payable directly to the inCLASS project* must be received at least 14 days before the scheduled training date in the amount of \$1000 (refer to the Training Agreement for details).
- 6) Communicate with the inCLASS Project before any authorized training is officially scheduled in order to:
 - a. Complete an inCLASS Training Agreement.
 - b. Arrange payment and shipment of all authorized training materials.
 - c. Provide future trainees' information so that inCLASS website accounts can be created and tracked for reliability purposes.
- 7) Facilitate the inCLASS Training in the prescribed and recommended format without modifying the content for any other purpose unless approved in writing by CASTL.
- 8) Not copy or otherwise distribute any written, electronic or printed materials provided by the inCLASS.
- 9) Use all inCLASS video footage within the inCLASS Training, make no copies of such video, or use videos for any other purpose unless approved in writing by CASTL. The Purchaser will not house electronic copies of videos on their personal computer.

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- 10) Follow these guidelines if training others in the organization/project/group which sent Purchaser to the Program:
 - a. Not charge any additional or personal fees to deliver the inCLASS Training.
 - b. Facilitate inCLASS Trainings only within Purchaser's organization (the organization that funded Purchaser for the inCLASS Train-the-Trainer Program) and not provide inCLASS Training to individuals or groups outside of this organization without prior written permission by inCLASS.
- 11) That Trainer certification is only for one year following the TTT training date; and acknowledges that to recertify, the inCLASS Project will review the Trainer's training evaluations and trainee pass rate, and ask the Trainer to successfully code a series of inCLASS calibration clips as well as complete a Trainer knowledge assessment.

Products Received from the inCLASS Project:

- 12) One certified TTT Trainer for two full-days of training on the inCLASS TTT Program, and up to five hours of follow-up after the training date.
- 13) Each trainee will receive an official inCLASS TTT binder with all inclusive inCLASS training materials and procedures.
- 14) The Purchaser will be granted a non-exclusive, non-transferable limited license to use the inCLASS Training and materials received at the Program to:
 - a. Train others as contracted by CASTL directly.
 - b. Train others in the organization/project/group which sent Purchaser to the Program, but no others for as long as the Purchaser maintains inCLASS Trainer Certification according to inCLASS requirements.
- 15) The Purchaser will be granted a one-year inCLASS Trainer Certificate upon successful completion of the Program that includes access to all training videos on the inCLASS website (access to other website videos would be purchasable). The Trainer will need to recertify on the inCLASS yearly, as noted above.
- 16) The Purchaser will have access to all materials (including but not limited to the inCLASS Training PowerPoint and access to videos) needed to lead and facilitate future trainings.

Costs:

- 17) *Costs payable directly to the inCLASS project* received at least 14 days before the scheduled TTT Program date:
 - a. The Purchaser is responsible for payment relating to TTT materials for the amount of \$1000. This fee includes receipt of the authorized inCLASS TTT materials and website access for one-year.
- 18) *Costs payable directly to the individual TTT Trainer* within 30 days after the training date:
 - a. The Purchaser is responsible for individual payment to the inCLASS TTT trainer for the amount of \$1000.
 - b. The Purchaser is responsible for all travel arrangements for the inCLASS TTT trainer, including but not limited to flights, hotel, transportation to training, and all meals (following federal per diem rates). The inCLASS TTT 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 TTT 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 TTT Trainer for all travel arrangements.

Cancellation and Rescheduling Provisions:

The TTT Program 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 TTT Program is cancelled or rescheduled by the inCLASS, we will work with the Purchaser to reschedule.

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If Purchaser uses training services with 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 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.

Name of Purchaser: _____

Signature: _____

Date: _____

Street Address: _____

City and State: _____

Zip Code: _____

Country: _____