
March 28, 2022

Margaret Thurman
Director of Student Support Services Special Education
Springfield Public School District 186
900 W. Edwards St.
Springfield IL, 62704

Please carefully review the following terms of the proposed agreement between Crisis Prevention Institute, Inc. ("CPI") (Federal Tax I.D. Wisconsin Corporation 39-2012874) and Springfield Public School District 186 ("Client"):

CPI agrees to:

- 1.) Conduct one (1) Instructor Certification Program in *Nonviolent Crisis Intervention®*, 2nd Edition: Trauma training for Client, with in-person classroom Sessions on April 26-28, 2022 and virtual Session on April 29, 2022.
Please note: This is a training with in-person classroom and live virtual classroom learning. All Certified Instructors and Instructor Candidates are required to attend the full duration of both in-person classroom and virtual training to apply and review content, successfully complete an online examination, and to learn and demonstrate competency with NCI restrictive interventions.
- 2.) Provide a CPI Global Professional Instructor to conduct the training.
- 3.) Provide all necessary and applicable teaching materials.
- 4.) Make all travel arrangements and hotel reservations for CPI's Global Professional Instructor, after logistical information is returned to CPI.

Client agrees to:

- 1.) Remit payment within 30 days of billing date for:
 - a. A minimum of six (6) new Instructor Certification candidates at a rate of \$4,999 per person.
 - b. A minimum of five (5) new Instructor Renewal candidates at a rate of \$3,499 per person.

Maximum program participation is limited to thirty (30).

Please note: If this program is canceled or postponed by Client after travel arrangements have been made Client will be billed for all scheduled program participants from your organization. In addition, Client will be charged a \$4,000 cancellation fee and the cost of GPI travel expenses. The unused seats may be used at a future program within 90 days of original program date. CPI also reserves the right to bill your organization for any additional travel expenses incurred for the program due to the late return of your executed

contract. If your organization requires that CPI's Global Professional Instructor be tested for COVID prior to the dates on which training is to take place, your organization will be charged an additional \$50 fee.

- 2.) Must conduct virtual training within 90 days completion of in-person classroom training.
- 3.) Meet training room requirements for in-person classroom training:
 - A. Room appropriate for conducting the program (1,800 sq. ft. for up to 25 total participants; 2,000 sq. ft. for greater than 25 participants). A carpeted room is preferred.
 - B. Moveable chairs enough in number for participants, set pod style. The chairs and tables should be set up at the front of the room. The back of the room should be left empty. See enclosed layout.
 - C. Full size flip charts with markers or whiteboard with markers and eraser.
 - D. Head table for Instructor's use.
 - E. Screen and small table with extension cord and power strip for the projector brought by the instructor.
- 4.) Provide logistics information, as listed on the last page of this agreement.
- 5.) Provide names, email addresses, and ship-to addresses of each program participant from your organization to CPI at least three (3) weeks prior to program start date.

Please provide:

1.) If special negotiated lodging rate, name of site: _____

2.) Client Billing Information:

Name: _____ Email: _____

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

It is client's responsibility to ensure the appropriate number of staff from your organization participate in this program on the dates and times stated in this agreement. Client is contracting for a minimum number of program participants and will be billed accordingly. CPI provides no substitutions or credits to organizations for staff non-attendance at trainings. If these terms are agreeable, please sign this document. Retain one copy for your file and email (contracts@crisisprevention.com) or fax (414.979.7098) one copy back to us. **Please sign and return to CPI by April 5, 2022.**

Client: _____ Date: _____
(Authorized signature)

Name: _____ Title: _____

CPI: _____ *Nick Schreiter* _____ Date: 3/28/22
(Authorized signature)

Name: Nick Schreiter Title: Sales Contract Specialist

Logistics Sheet

Contact Information: Contact person for communication between CPI and Client:

Name: _____ Title/Department: _____

Phone: _____ Cell: _____ Email: _____

Requested Training Times:

3-day Live Event: ____ a.m. to ____ p.m. (7 hours training plus 1 hour for lunch; 8-hour days)

Virtual Event: 8:30 a.m. – 4:30 p.m. **Choose Time Zone:** Pacific / Central / Eastern

Training Site Name: _____ Rm. Name/No.: _____

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Contact Person: _____ Email: _____

Any Additional information about site (accessibility/parking/etc.):

Important reminder about training space: Adequate space is essential for conducting the training program. A room smaller than 1,800 sq. ft. will not allow for enough practice area for exercises, activities, and physical intervention skills. If needed, two smaller adjacent rooms may be utilized. One for classroom training and the other empty for use as a practice area.

Shipping information needed for each participant (attach list separately, as needed):

Name: _____ Title/Department: _____

Company/Facility Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____