

## APPLICATION AND AGREEMENT FOR HOSTING CERTIFIED INTERPRETIVE PLANNER COURSE

The CIP workshop is a 5-day workshop designed for a minimum of 12 participants and a maximum of 21 participants. The class involves morning classroom sessions and afternoon work sessions in small groups on Days 1-4. Day 5 includes presentations by each group to present project findings and recommendations. Host sites receive copies of each group's work and a review of each submittal by the instructor.



Host sites are expected to provide a meeting room space adequate for up to 21 in a u-shaped classroom setting, and an easel. Host sites must also provide an interpretive planning project that participants can work on during the workshop. Host sites must also provide background information, site maps, floor plans and other appropriate materials in support of the project (enough copies for each group of three participants). The project must be small enough that meaningful input can be made in the available time, but significant enough that it will allow participants to test some of the ideas they are exposed to during classroom sessions.

Due to the nature of this workshop, the number of host sites who want this service, and the substantial benefit to the host site from participation, host sites must contract with NAI by signing this agreement. NAI will provide instruction, materials, and refreshments for the CIP

workshop. The host site will provide the items mentioned in the paragraph above, and pay a flat fee of \$5,750 to NAI upon arrival of instructor. The fee includes all instructor travel expenses and allows the host site to bring six participants to the workshop. Participants may come from host site staff or host site may offer the seats to others for a reasonable fee to be collected by host site. Because certification is optional, the fee does not include certification fees for the six host site participants. If certification is desired, current member/nonmember fees will apply and must be paid in addition to the \$5,750 fee. Unless host site wants to fill the entire workshop, NAI will advertise the workshop and attempt to fill any remaining seats. If workshop minimum of 12 seats are not filled 30 days prior to the workshop, workshop may be cancelled with no penalty to either party. If host site cancels for any reason after signing this agreement, a cancellation penalty of \$500 will be required. Host sites that cancel the workshop within 30 days of the first day of the scheduled workshop will be liable for the entire \$5,750 host site fee.

Sites interested in hosting a workshop must fax the following application to 970-484-8179. Submittal of an application does not guarantee that the site will be selected to host a CIP course. Sites that receive an application and agreement signed by NAI Associate Director Lisa Brochu will be selected as host sites and a mutually agreeable date will be determined.

### APPLICATION AND AGREEMENT FORM

Name of Host Site: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred dates or seasons: \_\_\_\_\_

Potential projects descriptions (please list two or three - only one will be selected):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Is housing available: (circle one)    on site    in nearby town

My signature below indicates agreement with the above terms.

\_\_\_\_\_  
Authorized signature (please print and sign name), Title, Date

Approved: Lisa Brochu, NAI Associate Director