



Second Helping and Cuatro Pasos Instructor

AGREEMENT



AGREEMENT and acknowledgment between **PathFinders Unlimited, Inc. and**

_____ (“Instructor”), this _____ day of _____ for certification as a *Second Helping* Instructor, (good for a period of two years)

Description:

Second Helping is a 32-hour enrichment course for family child care providers, copyrighted and owned by PathFinders Unlimited, Inc.

Certification as a *Second Helping* Instructor includes: Use of the *Second Helping* curriculum; Technical Assistance Package; use of all *Second Helping* marketing materials and/or wording; a complete Instructor Manual and the right to purchase Student Manuals. **Duplicating copyrighted materials is strictly prohibited.**

Agreement:

The INSTRUCTOR agrees to:

- a. Represent Family Child Care as a profession in a positive and professional manner at all times.
- b. Be knowledgeable in representing *Second Helping* to Family Child Care Providers, agencies, and other organizations, to the best of their ability.
- c. Be aware of their responsibility as a *Second Helping* Instructor to contribute to the success of the training by investing in positive teamwork and networking with sponsoring agencies and other instructors.
- d. Be prepared to market the *Second Helping* training by sharing information as opportunities arise and at scheduled events (conferences, meetings, special events, etc.).
- e. Commit to the integrity of *Second Helping* by teaching from the curriculum, and using the accompanying manual(s) at all times. (Note: customizing the material and schedule to meet the needs of the students and offering additional resource materials are encouraged).
- f. Accept the responsibility of ensuring that each class participant has the accompanying Student Manual for each module presented.
- g. Protect and honor the PathFinders Unlimited copyright at all times (no unauthorized photocopying or duplication of materials, or offering other training’s using the *Second Helping* materials without authorization, except for the specific purpose of marketing this course).
- h. Complete and submit Instructor Feedback Reports, Class Lists, and other information requested in a timely manner.
- i. Meet all additional requirements of and fulfill all separate agreements with Sponsoring Agencies.

PATHFINDERS UNLIMITED, Inc. agrees to:

- a. Certify Instructors and grant permission to administer the *Second Helping* training for a period of two years, anywhere in the continental United States
- b. Provide information on changes/revisions to the Instructor Manual and/or Trainee Manuals.
- c. Provide ongoing technical assistance to *Second Helping* Instructors as requested.
- d. Deliver *Second Helping* manuals at the price of \$20.00 per manual plus 10% shipping to Instructors or partner agencies and organizations. [Manual prices subject to change.]
- j. To re-certify Instructors every two years based on Instructor performance (positive feedback from sponsoring organizations and/or partner agencies and student evaluations), and completion of Re-certification Application. There will be a re-certification fee of \$50.00 (every two years).

If approved, how would you like your name to appear on the certificate, badge and press release?

I the undersigned (both parties) hereby agree to comply with the above requirements and understand that this agreement may be terminated by either party with a 30-day written notice. I understand that misrepresentation or misinformation of any required documentation by the instructor is sufficient reason for *PathFinders Unlimited* to immediately terminate this agreement. I also understand that only certified (current) instructors may teach *Second Helping and/or Cuatro Pasos*.

Instructor Signature

Date

PathFinders Unlimited (authorized agent)

Date