

Heartland National TB Center Training Partner Agreement

The following Training Partner Agreement is initiated between **Heartland National TB Center** and the **Partnering Organization** for the purpose of planning, developing, and implementing the **TB training** to be held on **Date in Any City, Any State**.

Heartland National TB Center is responsible for the following elements. The first five elements must remain the responsibility of **Heartland National TB Center** and are not negotiable:

- **Determination of the educational objectives AND content**
- **Selection of content specialist planners and activity faculty**
- **Awarding of contact hours**
- **Record keeping procedures**
- **Evaluation methods and categories**
- Developing course brochure
- Developing Training Partner Agreement
- Providing on-line registration
- Providing participant handouts of training materials

Partnering Organization is responsible for the following elements:

- **Identifying and securing facility for the training**
- **Providing snacks for training (coffee, water, cookies, etc.)**
- Determining objectives and content in coordination with HNTC
- Identifying target audience representatives/content specialists/presenters in coordination with HNTC
- Complete product order form for HNTC products to be displayed/distributed at training in coordination with HNTC.
- Ensuring that personnel are available at the activity site to handle paperwork including:
 1. Signing in all participants
 2. Ensuring completion of evaluation forms
 3. Handing out Certificates of Completion
- Providing connection and audiovisual equipment
- Remaining in contact with Heartland personnel via email/phone/in person as often as needed to ensure all logistics are handled

Mutual:

- Marketing of course to regional partners including state and partner TB control programs
- Pre-planning activities
- Ongoing communication through-out the training for logistical purposes
- Providing speaker/travel fees for approved presenters, as needed

Stephanie Ott, CPM
Executive Director
Heartland National TB Center

Name of point of contact
Title
Partnering Organization

Date

Date