



Colorado/Wyoming CCIM Chapter

CCIM COURSE INSTRUCTOR SELECTION AND PAYMENT POLICY

Instructor Selection

The Education Committee is responsible for identifying core courses and dates for the upcoming year. The Executive Director will send a "Request for Availability" to each instructor currently certified by the CCIM Institute. The "Request for Availability" must be completed and returned by the Instructor by the deadline on the form in order to be considered for the instructor position. It is the Education Committee's responsibility to review the forms and recommend an instructor. Per the Education Committee's recommendation, the Executive Director will contact the recommended instructor and contract the services in alignment with the Education Policy and this policy. If at any time the Education Committee is unable to perform the duties, the Board will be required to accept the responsibilities.

Course Cancellation

Registration:

The CCIM Institute requires that registration for core courses remain open until the day the course begins. This has created an environment where students wait until within the two week window to register, making predictions and judgments to cancel less than reliable. The CO/WY Chapter has made the decision to hold courses, regardless of registration count. The Board further realizes that traveling instructors will require a minimum payment for 20 students in order to contract. Furthermore, venue contracts should not guarantee for more than 20 students, to be adjusted if necessary.

Weather:

If the course must be cancelled due to weather, the Chapter will cover the Instructor expenses to reimburse or change flight arrangements. The Chapter further realizes that weather delays may require the contracting of another instructor. There will be no cancellation penalties paid or received by the Chapter or the Instructor for cancellations due to weather.

Instructor Cancellation due to schedule conflict:

If the contracted Instructor cancels, but provides a replacement Instructor that agrees to the same terms, there is no penalty. Otherwise, the Instructor will be required to pay the Chapter \$1000.

Class Size Limitations:

CO/WY Chapter Core Courses, as well as any one-day courses, are limited to 35 students and one instructor. The Education Committee will be made aware of any waitlisted students, and will make the necessary recommendations to the Board, if required.

Instructor Payment:

To avoid the correction of over or under payments from the Institute or to the Instructor, the CO/WY Chapter will submit a final count of student to the CCIM Institute for payment. Instructor payments will be processed no later than 7 days after all monies are received from CCIM Institute.

**CORE COURSE (4 DAY) Single Instructor Assignment – 35 Attendees or less
\$240 per student in attendance (20 Student Minimum)**

**NEGOTIATIONS COURSE (1 DAY) Single Instructor Assignment – 35 Attendees or less
\$95 per student in attendance (20 Student Minimum)**

Approved: 1/30/14

Revised: 2/7/14, 5/20/14, 1/22/15; 1/19/16