



National Association of Residential Property Managers

## Education Partnership Agreement between

**NARPM® National and \_\_\_\_\_** (organization name)

This Agreement dated \_\_\_\_\_ is made between the \_\_\_\_\_,  
(organization) hereinafter referred to as the \_\_\_\_\_ and the National Association  
of Residential Property Managers, Inc., hereinafter referred to as NARPM®. This agreement is to secure  
services for the following:

Course Name:

NARPM® Chapter Name:

Course Date:

Course Location:

Instructor Name:

Course Time: 9:00 am – 4:00 pm

Projected attendance: \_\_\_\_\_

- NARPM® will design registration flier that is cobranded with the partnering Association.
- NARPM® and \_\_\_\_\_ will handle registrations and will supply each other with registration lists on an agreed upon schedule. \_\_\_\_\_ will combine the registration lists from NARPM and \_\_\_\_\_ and create the class roster to submit to the course provider for transmittal of the CE credits.
- NARPM® will handle registrations and will supply the partnering Association with registration lists on an agreed upon schedule. The partnering Association will use registration lists from NARPM® to create the class roster to submit to the course provider, if needed, for transmittal of the CE credits.
- NARPM® will handle the printing of class material and will forward to the partnering Association, at the following address: \_\_\_\_\_
- NARPM® will handle the contracting and paying of a NARPM® approved instructor and reimbursement of their expenses.
- At the conclusion of the course (mark one) [  ] the partnering Association [  ] the sponsoring organization will return to NARPM® all course materials that were not used and completed tests.
- [  ] check if needed: \_\_\_\_\_ the sponsoring organization will secure the appropriate continuing education credits with the State Department of Licensing.
- [  ] check if needed: NARPM® agrees to allow an approved additional fee to be added to the class for continuing education (CE) credits that is given back to the sponsoring group who will be handling the filing of the CE documentation
- [  ] check if needed: NARPM® will discuss with the partnering Association if a joint registration process if needed. This must be agreed to prior to marketing the course
- \_\_\_\_\_ will provide the meeting facility and A/V as follows: projector, projection screen, local internet telephone access, lectern, and microphone.

- \_\_\_\_\_ will be marketing the program to their members after marketing information in approved by NARPM®.
- \_\_\_\_\_ and the instructor shall not allow any discussion concerning commission rates, fees, prices, rental amounts, etc. charge by any real estate firm or salespersons.
- \_\_\_\_\_ sponsoring organization will provide a class monitor who will track student's time and class attendance.
- A sponsor agreement is to be completed by the the sponsoring organization and all other functions as stated in that agreement must be followed.
- Cancellation: either party has the right to cancel above course with a twenty-one (21) day notice to other party. NARPM® requires a minimum of 10 students to hold course.
- The sponsoring organization agrees to follow the NARPM® Antitrust policy:
 

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Outline other details as agreed to by all parties:

Please sign, date, and return to NARPM® via femail to [educationinfo@narpm.org](mailto:educationinfo@narpm.org).

I do hereby certify that I am allowed to contract the organization I am signing on behalf of for the above stated course.

\_\_\_\_\_  
NARPM® Executive Director                      Date

Print Name: Gail S. Phillips, CAE

Title: Executive Director

\_\_\_\_\_  
Signer for partner Association                      Date

Print Name:

Title:

