



NATIONAL ASSOCIATION OF EMS EDUCATORS

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Cooperative Agreement Between The National Association of EMS Educators AND Fort Bend County EMS

This agreement between the National Association of EMS Educators, herein referred to as "NAEMSE" and Fort Bend County by and through Fort Bend County EMS, herein referred to as "Fort Bend County EMS", is for the purpose of hosting the NAEMSE EMS Instructor Course Level 2 on July 14-15, 2017.

Fort Bend County EMS agrees to provide the following:

1. The meeting space at Fort Bend County EMS defined as a facility of appropriate size to hold 100 participants at round or square tables (8-10 per table) at no cost to NAEMSE. Meeting space to be determined by County.
2. **Mandatory that we have access to the facility the day or evening before class to set up our materials.**
3. The following AV equipment needed for the course: **Desk top computer and/or Laptop, Smartboard, and Projector**
4. Help with marketing of the course in Texas through program websites and mailings to state education groups, provided that no cost is incurred by County.
5. Permission for NAEMSE to utilize the phrase "hosted at Fort Bend County EMS."
6. Coffee each morning for participants.

NAEMSE agrees to provide the following:

1. Expenses associated with the staff and faculty attending the course
2. Expenses associated with the shipping of supplies
3. Printing of Student Manuals and all other documents and forms associated with the course
4. All faculty and materials
5. Honorariums for Instructors
6. Permission for Fort Bend County EMS to utilize NAEMSE's logo for the promotion of the course
7. Distribution of Certificates of Successful Completion to students via email as a Electronic Certificate.
8. Post test examination and full remediation of unsuccessful attendees
9. Waived registration fees for (1) EMS Instructor for every 30 registered attendees from Fort Bend County EMS.
10. NAEMSE will establish and collect the course registration fee.
11. Clean up and return of the location to the same condition as when access was first provided. This responsibility includes: cleaning and neatly returning tables and chairs to their original location; removing signage; and properly disposing all trash.
12. A certificate of insurance that will be on file with, and approved by, the Fort Bend County Risk Management Director at least 2 weeks prior to the event.

NAEMSE reserves the right to cancel this course if the number of registrations does not reach 25 with two weeks of the course. This agreement shall become null and void if this course is canceled for any reason.