

Instructor Agreement
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I-CAR® Instructor Agreement

It is agreed that _____, as an I-CAR® Instructor:
(print name)

1. acknowledges that I-CAR®, its officers, managers, members and employees shall have no obligation or liability whatsoever to the Instructor, his/her heirs, administrators, assigns, or creditors for Worker's Compensation, federal and state payroll taxes, unemployment taxes, minimum wages, social security/social insurance assessments, health benefits, group benefits or similar taxes or liabilities, because Instructor is an independent contractor.
2. shall be paid \$10.00 per each paid Student Unit of instruction for which the Instructor has successfully completed the Instructor Candidate Training Program. Instructors who have not successfully completed the Instructor Candidate Training Program will be considered ineligible to teach those units and programs and will not be paid for such during any period of ineligibility.
3. I-CAR® payment will be made to eligible instructors upon receipt of all class paperwork and tuition payments by the I-CAR® Volunteer, Instructor and Customer Support Center.
4. must receive prior approval from the I-CAR Regional Field Manager before incurring class, motel/hotel, meal/entertainment, travel or any other expenses. The Instructor will be reimbursed only for those expenses pre-approved by the I-CAR Regional Field Manager.
5. shall have no authority to bind I-CAR® in any transaction, except as provided in this Agreement.
6. will not use or be under the influence of alcoholic beverages or controlled substances during any I-CAR® class.
7. will not use I-CAR® Class Lists, Registration Forms, or other Student information (name, address, phone, employer, etc.) for purposes other than I-CAR® business.
8. will not misappropriate or destroy I-CAR® property.
9. acknowledges that all teaching materials and equipment furnished by I-CAR® shall remain I-CAR® property, and the Instructor will return or forward I-CAR® Instructor Kits or other I-CAR® materials and equipment as requested by I-CAR®. If I-CAR® furnishes "Enhanced Delivery equipment," namely, an LCD projector and/or a laptop computer, for use by Instructor in performing services under this Agreement, Instructor shall use such equipment for no other purpose; shall take reasonable care to ensure that such equipment is not lost, damaged or stolen; and shall return such equipment to I-CAR® along with other teaching materials and equipment furnished by I-CAR®.
10. will dress in a clean, appropriate manner during I-CAR® classes or while serving as a representative of I-CAR®.
11. may work for other organizations.
12. will stop discussions during any I-CAR® class, meeting or function which may violate the I-CAR® "Topics Off Limits."
13. will avoid the actual or perceived involvement of I-CAR® in any political issues.

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14. will ensure that I-CAR® classes remain product and equipment generic.
15. will attend local Committee meetings, assist in planning I-CAR® classes and setting class dates, times and locations, and inform the local Committee of specific class and/or instructional needs.
16. shall present the I-CAR® curriculum in a quality manner as evidenced by periodic Student and observer evaluations. Failure to maintain a satisfactory level of quality may result in termination of this Agreement by I-CAR® effective upon delivery of notice to the Instructor or I-CAR® refusing to renew.
17. may provide the necessary props and equipment to effectively present course material. If I-CAR® permits Instructor to furnish "Enhanced Delivery equipment" for Instructor's use in performing services under this Agreement, whether such equipment is owned by Instructor or by someone else, I-CAR® shall not be liable for lost, damaged or stolen equipment, and I-CAR® shall not reimburse Instructor either for costs associated with furnishing such equipment or for costs associated with loss/theft of or damage to such equipment.
18. shall be responsible for all expenses associated with completing the Instructor Candidate Training Program and conducting classes. Such expenses may be reimbursed provided prior approval is obtained from the I-CAR Regional Field Manager or the Instructor Training Manager.
19. may hire assistants and shall assume all liabilities including Worker's Compensation Insurance, payroll and other related expenses associated with employing people. Any Instructors hired must meet the requirements of this Agreement and must accept the terms of this Agreement.
20. shall act on his or her own and not as a representative of I-CAR® when asked to give a deposition or testify in a court of law as an Expert Witness unless specifically asked to testify by I-CAR®. The I-CAR® Volunteer, Instructor and Customer Support Center should be notified whenever this is the case.
21. acknowledges that if the Instructor has not taught an I-CAR® course, without assistance from another Instructor, six months after completing the IQW, all expenses reimbursed to the Instructor for I-CAR® training-related expenses during Instructor candidacy shall be repaid to I-CAR® within the next 30 days.

This Agreement is valid for twelve months and will be automatically renewed for additional twelve month terms unless terminated by either party giving 30 day written notice to the other party.

Instructor

Date

SSN/SIN

I-CAR Instructor Training Manager

Date