



TSPS Brand Course

Request for Seminar

(Current as of April 29,2017)

Contact Person: _____

Company/Chapter: _____

Phone: _____ Email: _____

Seminar Date: _____

Course Name: _____

City: _____

Be sure to read the TSPS Policy for Producing Seminars, which contains the current Seminar Fee Schedule and Policy Regarding Compensation for Professional Speakers. Please read these policies, determine the level of seminar support (if any) you will need from the TSPS staff and send the completed form to Brenda Null at TSPS. This seminar request will be forwarded to the Committee Chairman for Seminars and Symposiums and the Chairman of the Education Committee for approval based on the seminar policies.

Please select the preferred method (A, B or C as stated below) of producing the requested seminar: _____

A) State TSPS will produce all aspects of the seminar with all revenue accruing to State TSPS.

B) The chapter will produce all aspects of the seminar with all revenue accruing to the chapter with the following exception:

If a TSPS branded course is used, the chapter will pay State TSPS per attendee for the course as follows:

Purchase a complete TSPS 4 hour course for CEUs \$30 per attendee

Purchase a complete TSPS 8 hour course for CEUs \$60 per attendee

Purchase a complete TSPS 16 hour course for CEUs \$120 per attendee

Purchase a complete TSPS 4 hour paraprofessional course \$10 per attendee

Purchase a complete TSPS 8 hour paraprofessional course \$20 per attendee

Purchase a complete TSPS 16 hour paraprofessional course \$40 per attendee

C) The chapter, with the assistance of the State TSPS, will produce the seminar with seminar revenue going to the chapter with the following exceptions:

If a TSPS branded course is used, the chapter will pay State TSPS per attendee for the course as follows:

Purchase a complete TSPS 4 hour course for CEUs \$30 per attendee

Purchase a complete TSPS 8 hour course for CEUs \$60 per attendee

Purchase a complete TSPS 16 hour course for CEUs \$120 per attendee

Purchase a complete TSPS 4 hour paraprofessional course \$10 per attendee

Purchase a complete TSPS 8 hour paraprofessional course \$20 per attendee

Purchase a complete TSPS 16 hour paraprofessional course \$40 per attendee

AND IN ADDITION, the chapter will require the assistance and services from State TSPS for chapter produced seminars as outlined in [TSPS Seminar Policy](#) Appendix “A” and “B” and listed below. Please send this form to: Brendan@tsps.org

Assistance and Services requested (*Circle the service/s you require*):

1. Advertising
2. Calendar insertion
3. Social Media
4. One e-blast (charged if no other services requested)
5. Registration package
6. Course approval by TBPLS for CEU credit

SHIP materials to the following address:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Date and location approved by: _____

Chair, Education Committee

On this date: _____