

**Mid-Florida Chapter**

Description	Revision:
<b>Education SOP</b>	<b>07/01/2007</b>
Owner:	
<b>Director of Education</b>	

**SCOPE:**

The Director of Education is responsible for administering the Education SOP and will report to the chapter’s Board of Directors periodically the progress accordingly.

This Education SOP is designed to document the policies and procedures supporting the education program.

The Director of Education maintains an active listing of Chapter qualified instructors and the listing is posted on the website.

**Course Pricing:**

The course pricing will be recommended by the Director of Education and approved by the BOD. The current schedule is:

	<u>Members</u>	<u>Non-Members</u>
CPIM Review Courses: (Two-Day)	\$525.00	\$575.00
CSCP Review Course: (Four Day)	\$1,495.00	\$1,595.00
Fundamentals:	\$525.00	\$575.00

Discount Available: Any individual or company buying 5 or more seats is eligible for a \$100 per course discount.

**Instructor’s Fee:**

**Mid-Florida Chapter**

Instructors will be compensated per level of experience as documented below with a minimum of ten students in a course.

Instructors Compensation Schedule:	Previous Experience	
	<u>1-3</u>	<u>3+</u>
<b>CPIM Courses:</b>		
Passed Exam of Module Being Taught	\$500.00	XXXXX
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CPIM	\$900.00	\$1,200.00
CPIM, CIRM or CSCP**	\$1,200.00	\$1,500.00
CPIM, CIRM, CSCP	\$1,500.00	\$1,800.00
CFPIM, CIRM, CSCP	\$1,800.00	\$2,100.00
<b>CSCP Course:</b>		
CPIM, CSCP	\$2,400.00	\$3,000.00
CFPIM, CSCP	\$3,000.00	\$3,600.00
CFPIM, CIRM, CSCP	\$3,600.00	\$4,000.00

It is preferred that at a minimum, all instructors are at least CPIM or CSCP or CIRM, but this schedule allows for a “Developing of the Instructor Pool” program if necessary.

\*\* Although CSCP is the preferred second certification, other certifications such as CIRM, CPM and CMA will also be recognized.

Instructors participating in the mentoring program agree to participate without compensation during training. Co-Instructors agree to split the compensation based on the most experienced instructor’s compensation schedule above.

The Mid-Florida Chapter will compensate the instructor per the Instructors Compensation Schedule. All of the necessary IRS tax reporting will be the responsibility of each instructor.

**Instructor’s Development:**

The Director of Education will provide a mentoring program for developing qualified instructors. Recruiting new candidates will be an on-going objective with the intent of growing the number of instructors to handle the demand. The key measure for this area will be the instructor evaluations, which will be completed on chapter approved forms. These evaluations will be summarized by instructor and provided to the chapter as each course is completed.

In addition to the criteria for the APICS Qualified Instructor Program, further definition of terms and criteria are:

**Mid-Florida Chapter***Definition:*

*Experience Only:* A person without any certifications, but experience at teaching adults and has relative work experience in the field associated with the module being taught.

*Additional Instructor Development Criteria:*

Must demonstrate ability to engage with the audience

Must demonstrate ability to manage course timetable

Must be able to answer student's questions

Must demonstrate ability to enhance and add personal experience to the material.

Must be committed to doing the job

Must be willing to work with Instructor Coach

**Marketing Program:**

The chapter is responsible for developing and implementing a marketing program, which is designed to grow the educational program as measured by the number of attendees at each course.

**Incidental Costs:**

The chapter will absorb the costs for the incidentals such as Instructor Manuals, and Education Catalog brochures.

**Course Material:**

The Director of Education will communicate the materials required for each course. The attendee is responsible for purchasing the course materials unless otherwise noted  
APICS Mid-Florida Chapter owned materials may only be used for APICS Mid-Florida sponsored events unless otherwise approved by the BOD.

**Course Logistics and Reporting:**

The Director of Education is responsible for managing the course logistics; reference the SOP for the Director of Education.