# The Learners Lab Foundation

## CALL FOR TRAINING, ISD, PROFESSIONAL DEVELOPMENT & EXECUTIVE COACHING EXPERTS

## TEC PARTNER

### TO BUILD A RAPID RESPONSE TEAM

**No Deadline**
**Preference Given for Submissions Swiftly Received**
**November 2017**

**North American Entities Only Please**
**Thank You.**

**The Learners Lab Foundation (TLLF), Inc.**
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## INVITATION & PURPOSE

Thank you in advance for your time. I'm Jerri Thomas, Founder, CEO & Chief Resource Officer for The Learners Lab Foundation.

The Learners Lab Foundation is a start-up currently operating on a small scale as we continue the infrastructure building for the work we intend. We operate a Technical Assistance Service Center (TASC), designs & manages a portfolio of Charitable Workforce Training Programs, and serves as 501c3 Fiscal Sponsor for young and grassroots start-ups. We plan a centralized operation, both virtual and brick-n-mortar, that is open-access for individuals, groups and employers who want to engage in career development and workforce/career training.

Our Charitable program focuses on the full life cycle of workforce training & professional development, internship/apprenticeship, executive coaching, and the design/development of customized continuing education programs on demand for employers and tax exempts. We're also committed to delivering our program supports in as many languages as possible.

We rely heavily on many of the same support services as our stakeholders whose needs will be constant. As such, ***The Foundation*** will not issue RFPS, RFAs, RFQs, RFI's, hence this call for specialized experts.

TLLF is establishing its own pipeline of trainers, instructional designers, executive coaches & professional development experts for project-based work and ready for timelier deployment than solicitations allow. We gratefully invite you to help support our efforts by registering to become a ***Foundation TEC Partner***, our "Go-To Expert" in your field.

Please feel free to visit our website at www.TheLearnersLab.org to learn more about The Foundation. We look forward to exploring how we each help organizations and their human assets overcome their training, talent management, and professional development challenges, and to learn about you as a colleague..

Thank you again for your time and for your consideration of ***The Foundation's*** request. We are confident you find value in our efforts, excitement about this unique venture, and we look forward to partnering with you in supporting our customers & stakeholders.

Warmest Regards,

Jerri D. Thomas MBA, MPA
Founder, CEO & Chief Resource Officer
The Learners Lab Foundation (TLLF) TaxId 45-5222602
*Filing In Gaps, Making Things Happen!*

The Learners Lab Foundation, "incubator of the future, for the future.

/jdt

## ABOUT THE FOUNDATION

***The Learners Lab Foundation (TLLF),*** is a public foundation that designs and operates a portfolio of charitable & 501c3 programs for start-ups and young tax exempts.

***The Foundation*** has three focus areas: workforce training, organizational development for young & future 501(c) 3's, and supporting other charities.

Our mission is to develop, acquire and provide access to free and discounted professional development resources, help future tax exempt entities become established, and help young tax exempts launch & mobilize their operations. Financial and where possible, matching contributions will be made to ***The Foundation's*** Master List of Charities Organizations we are establishing. Those funds will derive from the revenue of our endeavors and directly from stakeholders who indicate support for a listed or suggested charity.

The impact from and outcomes of ***The Foundation***'s efforts are designed to...

- create a demand for skilled, pre-trained interns & apprentices
- eliminate start-up and growth obstacles,
- fill resource gaps, barriers or the access to them, and
- partner with OEMs, vendors, & other solution providers to secure free & *heavily* discounted products, services, & technologies,
- establish peer-to-peer and mentor relationships amongst and between these collegial groups

***The Foundation*** also:

- awards complimentary fiscal sponsorships & memberships as resources permit
- custom designs & awards training fellowships in proprietary subject areas that support our fiscal sponsorship awardees and TASC clients,
- maintains a running list of other public foundations & charities to whom it will partner to directly support
- provides management consulting, technical assistance, and advisory services to any tax exempts requesting help,

***The Learners Lab Foundation*** is headquarted in Lanham, Maryland, and is currently staffed & supported by volunteers.

We received our letter of determination granting its tax exempt status under IRS Code 501(c)3 in February 2015, for which donors will enjoy a 50% tax credit for their donation or contribution. In June 2017, "Foundation" was added to the original name to better reflect the nature of our work and the long range impact of our partnership endeavors.

***The Learners Lab Foundation (TLLF)***
*Filing In Gaps, Making Things Happen!*

Incubator of the future, for the future.

## WHAT WE NEED, WHY WE ARE LOOKING

TLLF assists young and start-up tax exempt entities to establish, develop or launch their business operations. Not only do we design, manage and operate a portfolio of charitable workforce training programs and develop proprietary continuing education tools for customers by request, but we have our own internal portfolio of training titles, products, and programs to produce.

To meet these needs, The Foundation requires a dedicated and reliable pipeline of Training, Instructional Design, Professional Development, and Executive Coaching experts with which it can draw upon.

### TALENT MANAGEMENT POOL

The Foundation is now accepting resume/registrations for short and long term experts who will support both our internal and programmatic activities.

We are also developing a talent pipeline that operates on a proposal/project basis for a federal solutions teaming partner who maintains a nationwide reach. As a Benefit of and Thank You for supporting our work, you are welcome to be included as part of the closed talent pool we are developing for our federal teaming partners.

### MINIMUM QUALIFICATIONS

Experience in the federal space in welcome, but not always required – that determination will be specific to the solicitation issued by the Federal Agency. As such, practical, theoretical experience plus continuous hands-on professional development is a must, while credentialing at some level may be required by a federal customer.

At some point in the future, funds permitting, we will be establishing several new credentialing programs, including some in partnership with Federal Agencies. Again, you will be welcome to contribute to that effort as a TEC Partnership Expert. The minimum qualifying criteria required for TEC Partnership Experts are as follows:

1. **Instructional Design Experts (ISD)**. Instructional Design Experts develop materials for use in training workshops, general live seminars, Webinars, learning specific objectives. Tools include software end products. The ability to identify and close performance gaps and design training including digital marketing, to serve as or partner with other subject specific experts where necessary in order to produce the desired objective is essential.

   Other minimum qualifications include:
   - Minimum of five years (5) experience in designing training
   - Ability to design training materials in English
   - Willingness to learn and design materials in languages other than English desired
   - Bachelor's Degree from an accredited academic institution recognized by the U.S. Department of Education.

2. **Training Delivery Experts**. Trainers are expected to deliver training in a variety of subject matter areas both virtually and the traditional classroom setting. Openness to travel is preferred.

   Other minimum qualifications include:
   - Minimum of five years (5) experience in delivering training, preferably for broadly sized & dispersed companies, in myriad subject matter areas, and having used a varied delivery methods
   - Must be able to present in English
   - Willingness to learn and deliver training, workshops, webinar, seminars, et al in multiple languages other than English highly preferred
   - Bachelor's Degree from an accredited academic institution recognized by the U.S. Department of Education.

3. **Professional Development Experts (PD)**. Professional Development Experts preform the full life cycle of professional development services from research and needs analysis, to instructional design, training delivery, evaluation and exam administration/proctoring. Professional Development Experts also preform mail-to-board room level coaching, product reports, technical guidelines and case studies conduct business and organizational analysis and serve as subject matter experts in specific training/education/continuing education subject areas.

   Other minimum qualifications include:
   - Must be able to communicate in English
   - Willingness to learn and support client/customers professional development needs in languages other than English
   - PDEs with coaching expertise must have at least 5 years' experience and have or be prepared to become a Board Certified Coach or Professional Certified Coach (PCC) as defined by the International Coach Federation (ICF) if required for the federal clients proposal project
   - Bachelor's Degree from an accredited academic institution recognized by the U.S. Department of Education.

4. **Executive Coaches**. Executive Coaches provide business operational instruction, guidance, counseling, and/or other insights in various sectors and on broad variety topics. Said coaching, guidance, and advice is provided on a technical or non-technical level where required. Coaching goals must always include providing customers with insight into their leadership strengths and capabilities, opportunities to grow and achieve meaningful goals, and the ability to use and apply their learning to achieve the highest potential. The production of Individual Development Activity Plan (IDAP), Participant Assessments, Coaching Plans, etc. are some of the key deliverables required, particularly when in a lead role managing a team of coaches.

   Other minimum qualifications include:
   - Must be able to communicate in English
   - Willingness to learn and support client/customers professional development needs in languages other than English
   - PDEs with coaching expertise must have at least 5 years' experience and have or be prepared to become a Board Certified Coach or Professional Certified Coach (PCC) as defined by the International Coach Federation (ICF) if required for the federal clients proposal project
   - Bachelor's Degree from an accredited academic institution recognized by the U.S. Department of Education.

## PURPOSE OF THIS REQUEST FOR EXPERT PARTNERS

The purpose of this Call for TEC Partnership Experts is to:

(a) establish a Go-To data repository (which will be the sole property of ***The Learners Lab Foundation***) of training, design and coaching experts that will be called upon for projects serving ***The*** *Foundation, its TASC Clients,* ***Fiscal Sponsorship Awardees*** and presented to the Foundations Federal Teaming Partners to meet the needs of their federal customers nationwide.

This Call for Resume/Registrations will result in a **Closed Talent Pool,** proprietary to ***The Learners Lab Foundation***, eliminating the need to issue solicitations and future calls for expert talent.

### HOW THIS WILL WORK

When a support effort materializes, we will simply connect the Foundation Stakeholder or Teaming Partner with the TEC Partner Expert most closely matching their need. The TEC Partner will be presented with a Project Scope & Statement of Work or the proposal bid details from the Teaming Partner to review.

Then we will come together for introductions, review the Scope, SOW, have each party confirm terms then launch the engagement. This in effect will transpire over a 24-hours period rather than a few weeks or months using the traditional solicitation life cycle.

With our Federal Teaming Partner, the cycle will be slightly different if the request is not for an active contract; at those times the Teaming Partner will receive a list of TEC Partners available for the solicitation lifecycle and the TP will reach or the TPs Training Director will then reach out.

We just recently had to pass on a wonderful opportunity to support an OPM HCaTS bid for 10 Executive Coaches because the solicitation which was released mid-week, also had a -1 week turnaround deadline. The principals working this only had 3 of the required 10 Coaches at the ready to commit within their immediate network, and ultimately needed to pass.

We'd like to prevent such passes on great opportunities in the future wherever possible, you will help make that possible.

## EVALUATION PROCESS & CRITERIA

***The Foundation*** is poised to attract a significant number of Fiscal Sponsorship Awardees and TASC clients. The Sponsorship effort was launched the Summer of 2015, and in the 12 months alone we have fielded more than 223 application inquiries, have more than 163 pending applications for fiscal sponsorship (pending due to lack of funds for the application fee), and have had twice as many inquiries for general assistance outside a fiscal sponsorship program, hence our Technical Assistance Service Center (TASC) program. Those stakeholders will typically fall into one of following groups:

- fiscal sponsorship applicants & awardees of ***The Foundation***
- young 501c3s less than 5 years old needing technical assistance but not a Fiscal Sponsorship
- Federal and other Teaming Partners requesting specialized supports, such as specialized HCM & talent management services
- employer customers (requiring custom solutions for executive coaching, membership credentialing & CEU programs/tools) or requesting TLLF host and deploy their proprietary training materials
- corporate partners (businesses & employer needing to establish training and professional development, new hire/contingent worker orientation programs of their own or designed to be made available thru ***The Foundation***'s VPL.

***The Foundation*** will process and accept Resume/Registration Packages based upon:

a) Completeness of Resume/Registration Package and timeliness of submission,

b) Demonstration of how communication with is managed regardless of stakeholder,

c) Gauge the willingness as a TEC Partner to discount and/or donate services for our programs and to our Fiscal Sponsorship Awardees, TASC center clients and what those discounted vs. non-discounted cost look like,

d) Detailed explanation of your business services, the experience of firm and the responsible parties who will serve our stakeholders directly,

e) How internal controls are developed and deployed with regard to confidentiality, timeliness & other factors,

f) Willingness to include branding and/or co-market your partnership with The Foundation, to include use of your logo for ***The Foundation's*** branding and co-marketing as a supporter of our Fiscal Sponsorship Program, TASC programs & Teaming Partner endeavors on our online & print media venues, and the same of ours on yours.

## RESUME/REGISTRATION PACKAGE SUBMISSION

In submitting your Resume/Registration Package, assure it fully complies with the instructions provided and information requested. Omissions or incomplete information may cause your Resume/Registration Package to be disqualified from further consideration.

***Please do not include brochures, pricelists, sales & marketing tools or any other materials not specifically requested. They will not be considered, and may result in disqualification of your application.***

Use of those materials will be helpful at a later date as information for an Awardee/TASC client if so requested, or for inclusion as information for a Foundation Program.

The Registration Form is included at the end of this Instrument. Your entire Submission Package should include:

- A ½ -1 Page Executive Summary
- Portfolio of your work using the following Outline:
    - Client Name, location
    - Your Role
    - Project: 1 line Descriptive Summary/Engagement Date Range, followed underneath by its details, deliverables, number of participants, if analysis was included, etc. No more than 3 para's. Go back as far as you like but only to demonstrate variety of client served and deliverables provided. If you bring 30+ years' experience, show a variety using a 5 page portfolio not 10+.
- TEC Partnership Registration Form
- References, Team Information
- NDA

In appreciation for you commitment, RESUME/REGISTRATION PACKAGE Applicants joining as *Foundation Support Partners* will enjoy access to many of the products, services, and affiliations that benefits ***The Foundation***, as well as deep discounts on TLLF resources. For example, Resume/Registration Package Applicants will receive their first co-brand listing complementary, with 75% off any other branding opportunity desired.

We also have relationship delivering several new proprietary business and financial services with price points discounts, extremely attractive consumer loans products along with another financial services supporter offering credit card transaction processing fees low enough for our start-up to make your mouth water that we are happy to extend as a Thank you. These programs are available exclusively thru *The Learners Lab Foundation*.

***The Foundation*** is working to establish a cohesive support system of virtual and brick-n-mortar resources that are directly accessible to our awardees and patrons, which we are sharing as a gratuity with partners and supporters as well.

In addition to benefiting from direct access to the growing portfolio Foundations patrons, customers, awardees and programs, you can look forward to more benefits from partnering with us to serve the ever increasing pool of new tax exempts entities and the labor pool joining workforce and business communities at large.

***Resume/Registration Packages must be submitted in PDF format with the signature of the appropriate principal clearly visible on the both the cover letter to the application package, and the Executive Summary page of the Application*. Packages will be accepted on an ongoing basis, with preference given to more immediate submissions.**

**Applications will only be accepted by Email. Thank You.**

## EXECUTIVE SUMMARY COMPONENTS

In addition to the query responses, your Application Package must include the following as its Executive Summary:

1. **Profile** – A profile of your company, including description of business history, objects, and articulate the type of clients you've served
2. **Project Staffing** – Provide a bio of qualifications and experience of staff who will be the Point of Contact (POC) for this partnership, and whomever you will task with helping our awardees.
3. **Portfolio Samples** – Please provide brief examples of your most engagements, a complex, intricate, or challenging project, how you managed the challenge, and what the result(s) were. Keep it as brief as is necessary to convey the project, story, and its outcome.
4. **Pricing Model** -- Please provide a [very] rough guestimate of your pricing model and how it's broken out. For example, do you need to line item anything, are billing/service statements detailed, itemized, or summarized. *This will help respond to inquiries from fiscal sponsorship awardees and alert them learning the variables in line item statements, and how line item requirements must be factored in when conducting their fundraising and pricing their business or programmatic service.*
5. **Professional Development** -- Describe your organizations professional development strategy -- what continuing education requirements do you have or and require as a baseline for so that staff capabilities keep up with unique or changing needs that may be out of your niche area. Much of our work will be developing first ever and/or unique/proprietary products, services, program, or tools, ***PLUS*** doing the same for our awardees, employer customers, teaming partners. So we will be developing and eventually funding CE for our partners along-side our internal teams.
6. **Time Management** -- Outline your time management preferences – include things like a) our office does not do overtime, so no weekends/holiday work, or b) our writers work remotely and manage their own schedules, so we can accommodate evening, weekend, or holiday updates/changes should change occur that would affect a campaign in progress.
7. **Linguistic Services** – Are you open to multi-lingual engagements?
    a. If so, please indicate what language other than English can you or a member of your team accommodate?
    b. If not, what languages would you like to learn once we have our linguistics training program established?

### REFERENCES

Provide information on related experiences with other tax exempts or foundations.

- Include three business references and 3 customer references.
- Any preferred services for which you would like to volunteer, please feel free to indicate.
- If this would be your first Foundation partnership, indicate what factors inspired your consideration of it and why.

### KEY TEAM MEMBERS | POINT OF CONTACTS

Please provide a brief 2-3 para/bio of your key personnel on your firm's team along with that of the primary point of contact(s). Feel free to include any other members of your organization you feel are essential, such as a Master Scheduler for your Training Operations Office who does time management for multiple projects that run concurrently or overlap.

If you have a larger team for load balancing, feel free to provide a general bio of the entire team plus one or two sentence about each individual instead of multiple bios.

### SUBMISSION AND CONTACT INFORMATION

Parties interested in joining the ***Foundation TEC Partnerships*** as outlined above should submit their Resume/Registration Package Application package and include their signed NDA as indicated below:

## NON-DISCLOSURE ACKNOWLEDGEMENT

Resume/Registration Packages submitted to ***The Foundation*** will become the sole property of ***The Learners Lab Foundation***.

***The Foundation*** reserves the right to accept or reject any or all Resume/Registration Packages, to share it or its content with the party of interest for whom the service or services shall be rendered. The Foundation also holds respondents to the same level and class of confidentiality and non-disclosure standard in the completion of this document "UNLESS the disclosure is of a collegial manner AND to include the shared party(ies) as part of the presented Resume/Registration.

All respondents agree that rejection shall create no liability on the part of ***The Foundation***, any Awardee, TASC Client, Teaming Partner, or any Representative of ***The Learners Lab Foundation*** because such rejection or the filing of any document in response to this request shall not constitute an agreement of any kind. The respondent respects said conditions, to include retaining in confidence any and all information and communications pursuant to this Resume/Registration Package or its review process AS no such agreement has been offered, inferred, or enforced by or on behalf of ***The Learners Lab Foundation***.

***The Learners Lab Foundation*** will be the sole judge for determining the viability of Expertise as a *Foundation TEC Partner*. If the *TEC Partner* fails to meet the agreed to expectations or requirements, ***The Foundation*** or the Coordinating Representative will notify *TEC Partner* via email & direct call to advise the *TEC Partner* and allow the opportunity to address the situation. ***The Foundation shall be held harmless to/by any adverse statement/action, adversity resulting from the actions/statement, or any combination thereof between parties other than The Foundation in perpetuum.***

**TO BE CLEAR**, there is no expressed or implied obligation on behalf of ***The Learners Lab Foundation*** or on behalf of its representative/stakeholders to entertain any action, further action, to invite further action, or to reimburse firms/consultants/individuals presenting a Resume/Registration Package for any expenses incurred in preparing or presenting their information in response to this instrument.

**The Learners Lab Foundation (TLLF)**

_____/_____/_____
**NDA Acknowledged by Signature/ Initials / Date**
**Signature & Initials Must Be Handwritten**

Submit Resume/Registration Package NDA & Letter of Intent to:

TEC Partnership Review Team
ATTN: TEC Partner Registration
The Learners Lab Foundation (TLLF)
TECPartner@TheLearnersLab.org

**NO HARDCOPIES | NO CALLS PLEASE**
**Electronic PDF Submission Only, Thank You**

## TEC PARTNERSHIP REGISTRATION FORM

***THE LEARNERS LAB FOUNDATION (TLLF)***

***TEC Partners Registration Form*** ***(Please Print)***

**THANK YOU**

Thank you for joining ***The Learners Lab Foundation*** TEC Partnership Team, ***The Foundation*** sincerely appreciates your commitment to furthering the professionalism and job readiness of our customers!

Please complete the forthcoming registration form and the training titles table listing any courses /subject matter areas you would like to teach. Indicate if they would be a certification program (where you must have a cert to instruct it) or a workshop (where no cert required).

While ***TLLF*** requires a minimum of 5 years' experience in both practical and theoretical knowledge, our clients, stakeholders and federal customer will have varying criteria.
***TLLF*** Management Team

| | | | |
|---|---|---|---|
| **Instructor Name:** | | | |
| **Certifications** (if any)**:** | | | |
| **Mailing Address** | | | |
| **City:** | | **State:** | |
| **Phone/Cell #:** | | **Zip Code:** | |
| **Emergency Contact:** | | **Phone/Cell:** | |
| **Email:** | | | |
| **Web URL** (if any)**:** | | | |
| **Bio**<br>(2-3 lines about your experience, clients served, and why you love what you do) | | | |
| **Signature**<br>Authorizing Use of Photo as required by Client/Fed Teaming Partner/Fed Customer | | | |

### TEC PARTNERSHIP PROGRAM & OPERATIONS POLICY

#### MARKETING OUTREACH POLICY

Photos authorized for use and submitted by Instructors to ***TLLF*** as part of the Instructor Registration process become property of ***The Learners Lab Foundation*** (***TLLF***). Photo Images of ***TLLF*** Instructors will only be displayed to connect with trainees if so requested by a Foundation Stakeholder or the Federal Customer of TLLFs Teaming Partner.

No other use, be it for personal or commercial purposes shall be undertaken without the expressed written consent of the individual instructor who is the subject of the Photo Image.

#### PROGRAM MATERIALS

Material use, unless being developed by the TEC Partner, shall be discussed and explored for each specific engagement.

**Only OEM/Vendor course materials, including syllabi will provided** along with class roster, time record/invoice form plus a weekly lesson planning calendar will be emailed 2-3 days prior to the beginning of each course session unless the TEC Partner has been retained/requested to produce said materials.

Unless expressly forbidden, The Foundation encourages the use of additional materials, handouts, web links, and any other supporting or supplementary resources, along with discussions of how each lesson is performed or applied in a real-world scenario as part of the instructional program. ***THIS DOES NOT APPLY TO FEDERAL ENGAGEMENTS, THOSE SOW/COMPLIANCE REQUIREMENTS ARE A PER INSTANCE EVENT***.

***TLLF*** may record both classroom and online video training sessions to make available to those unable to participate in the live setting. All recordings and any supplementary online course content remain the property of ***The Learners Lab Foundation*** (***TLLF***).

However, TLLF will always encourage TEC's to prepare simulated, redacted, or summarized versions of the materials they process as a demonstration of the services delivered to TLLF programs, awardees. ***THIS DOES NOT APPLY TO FEDERAL ENGAGEMENTS, THOSE SOW/COMPLIANCE REQUIREMENTS TAKE PRECIDENT IN ALL CASES/ENGAGEMENTS***. All original course syllabi and course materials produced by an OEM or OEM Representatives are and remain the registered property of the OEM/Certification Issuing body unless otherwise noted by the OEM or appropriate Issuing Authority.

*Any uses of **TLLF** VPL, class or workshop recordings must first hold and display the written approval disclosure which can only be issued and authorized from the Executive Office via written consent by **The Learners Lab Foundation** (**TLLF**).*

## INSTRUCTOR AVAILABILITY

Instructors must make their availability known to ***TLLF*** in order to be schedule for certification classes or introductory workshops (or a workshop series) at the conclusion of each course/workshop taught where typically possible. In many cases, the Statement of Work will include a scheduling component, and for federal customers it may be spelled out as part of the issuer's solicitation.

Email a confirmation on availability for each new class/workshop session at least 4-5 days prior to its start for both on-site and video conference classes. A Planning Calendar is provided with your lesson package which can also be updated with your availability if wishing to instruct concurrent class sessions.

## PAYMENTS & INVOICING

At this time ***TLLF*** offers a 1099 pay status. Instructors receive a flat fee for each course taught, on an end of month payment schedule for Foundation engagements. For service to Federal Agencies, the terms of the Federal Teaming Partner will be discussed at the time of hire for their project.

***TLLF*** **is not offering employment or entering into an employment contract, but merely retaining you as an experienced coaching or professional development** professional **serving an Independent Instructor to deliver and or produce training materials to persons registering with TLLF to learn a specific discipline.**

_____/_____

**Please Initial/Date to Acknowledge**

## TIME MANAGEMENT

Generally, time records/invoices for services to The Foundation will be due on or before the last Sunday of the month so that invoices can be processed by months end. For Training Delivery, classes going past the last Saturday have no bearing on pay since a flat fee "*per course*" is in effect. For other engagements, including federal and teaming partner engagements, the time management and invoicing shall be in accordance with the projects requirements as specified in the proposal/contract award.

Time record/invoices NOT received by midnight on the last Sunday of each month will be processed in the next invoice cycle. No Exceptions.

## COURSE ADMINISTRATION REGISTRY

**WANT DO YOU TEACH/DESIGN? TELL US…**

| Subject/Topic | Is it a: Cert, Workshop or Series (C \| W \| S) | Will you teach in English, Spanish, Other (E \|S \| O) | It's done by In-Class, Video Conf, or Virtual (C \|VC \| V) | Materials (Produced or Need to Produce) (P \| N) | Desired 1099 Rate Hourly \| Flat | | Can this Rate be Discounted for 501c3s (Y/N) |
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(IF more lines are required, by all means, complete as thoroughly as is desired. Thank You.)

## TEC PARTNER SERVICE LEDGER

**INTERNAL USE ONLY**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Approval Date** | | **Course/Product Type(s)** | | **In-Class** | | **VPL/Video Conf.** | |
| **Approved By:** | | | | **Start Date** | | **Hourly or Flat Fee** | |
| **Avail for Teaming:** | | **Orientation Packet Complete (Y/N/Incomplete)** | | **Days Available** | M T W TH Sat | | |
| **Chart of Acct Entry Complete** | | **COA ID#** | | **Labor Rate Worksheet Complete** | | | |

**TEC PORTFOLIO**

| Course Assigned | Date | Course Assigned | Date |
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