

LETTER OF AGREEMENT BETWEEN THE BCCTPC AND A FP-C/CCP-C EXAM SITE SPONSOR

The following is a Letter of Agreement between [_____], hereinafter referred to as the "Sponsor," and the Board of Critical Care Transport Paramedic Certification hereinafter referred to as the "BCCTPC" for the express purpose of providing a testing site for the Certified Flight Paramedic Exam and/or the Critical Care Paramedic Certification Exam. This agreement supersedes any previously dated agreement between these parties.

BCCTPC does not arrange for review courses for this exam. For review course information contact the IAFP.

By this letter, the Sponsor agrees to the following:

1. Provide classroom space for exam candidates that is comfortable and free from distractions.
2. Ensure adequate parking for exam candidates.
3. Establish a liaison with BCCTPC staff to ensure success of the testing site.
4. Financially guarantee a minimum of 10 students for the exam in the form of **prepayment** (check or credit card) of \$1,750.00 payable to the BCCTPC*.
5. Cover a flat rate proctor fee of \$500.

Registration closes from seven to ten days prior to the exam. All registrants must be paid in full at that time.

By this letter, the BCCTPC agrees to:

1. Provide recognition to the Sponsor
2. Provide an exam proctor
3. Provide registration of exam candidates
4. Advertise exam nationally

*A financial guarantee is required by the Sponsor. This is to ensure that the exam is not canceled and places an unfair burden on exam candidates to reschedule. If ten (10) exam candidates are registered, the prepayment will be refunded. In the event that less than ten (10) exam candidates register, the balance between the registered candidates and the prepayment amount will be refunded less proctor travel expenses. **The \$1,750.00 guarantee is due at the time of Contract submission.**

It is also agreed that the BCCTPC does not assume any liability for the actions of the Sponsor in hosting an examination.

This Agreement may be amended at any time by mutual agreement of both the BCCTPC and the Sponsor.

SIGNATURE: _____

ADDRESS: _____

PHONE: _____

DATE: _____

SIGNATURE: _____

Graham Pierce, MICP, FP-C
BCCTPC Chairman

PHONE: _____

DATE: _____

FAX this Agreement to Graham Pierce, BCCTPC Chairman, at (602) 474-8244

Board For Critical Care Transport Paramedic Certification

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