



Home Builders Association of South Carolina Certified Master Builder of South Carolina Designation COURSE PACKET

- **Course to-do Check off list** – not sure about deadlines or procedure?
Check this sheet to find out.
- **Request for Class Accreditation form** – one of the initial forms due.
States the purpose of the course and why it should be approved.
- **Instructor's Agreement (NAHB sample)** – this form is not required.
We've included it in the packet simply because we highly recommend you have a written agreement with your instructor.
- **Instructor questionnaire form** – all instructors of Master Builder certified courses must have completed one of these forms within the past three years. If the instructor does not, please submit one along with the Request for class accreditation form.
- **Sample Builder Sign-in sheet** – while you may feel free to alter the design of this form, you must submit sign-in sheets clearly stating the course title, date and start/ ending times. This form will be kept on file at the state HBA office.
- **Education Credit Sheet** – Distribute this form to your attendees; they take it home. It must be signed by the instructor to be valid. The attendees will submit this form along with their Master Builder of SC applications.
- **Course Evaluation form (attendees)** – Distribute this form to your attendees and take it up before they leave. While they are officially responsible for filling it out for credit, you should submit it to the state office along with the sign-in sheets and if required, the Instructor's Evaluation form.
- **Instructor's Evaluation form** – this form is only required if the instructor was hired to teach a course he or she did not create.



**Home Builders Association of South Carolina
Certified Master Builder of South Carolina Designation
COURSE ACCREDITATION REQUEST**

Please include with this completed form a copy of materials to be handed out.

Sponsoring Organization _____

Estimated Date of Program _____

Name of the Workshop to be held _____

Length of class time in hours _____

Presenter or presenters _____

Please list the credentials of the presenter(s).

What is the goal of the Class?

Signature _____

1419 Pendleton Street, Columbia, SC 29201
803.771.7408 803.254.5762 FAX

INSTRUCTOR AGREEMENT

The **[insert name of Association]** (hereinafter referred to as “Association”), whose principal place of business is **[insert Association’s complete address]** and **[insert name of instructor or agency]** (hereinafter referred to as “Instructor”), whose principal place of business is **[insert Instructor’s complete street address]**, agree to the following terms and conditions for services performed for Association.

1. Course Instruction

Instructor agrees to teach the [insert name of Course] (the “Course”) on [insert the date(s), times and location]. Instructor agrees to deliver the Course in its entirety.

2. Instructor Fee

Association agrees to pay Instructor the sum of _____ dollars (\$_____), which Association shall pay Instructor upon successful completion of the contracted services. If Instructor’s principal place of business is located more than a two (2) hour car drive from the Course location (“Out-of-Town Instructor”), Association also agrees to pay reasonable expenses. [Only include expenses if Association has agreed to pay expenses. If Association is paying expenses, specify exactly what is covered as follows:] Expenses shall be limited to documented coach-class airfare, which must be purchased at least fourteen (14) days in advance, hotel lodging for ___ nights (s), necessary transportation to and from the airport and _____. Unless otherwise specified herein, all travel arrangements and expenses are the responsibility of the Instructor. ***[If Association will make the travel arrangements, i.e., book the hotel room, that should be stated explicitly in this section.]***

3. Relationship of Parties

Instructor provides services to the business community as an independent contractor or consultant and is engaged by Association for the purpose of providing services to the Association. Nothing in this engagement shall create an employer/employee relationship, an agency relationship, or a joint venture between Instructor and Association.

Instructor is responsible for all federal and state income and employment taxes resulting from any payments made by Association under this Agreement. Instructor will receive an IRS form 1099 for all earnings. Association will not have any responsibility for withholding or paying income taxes or social security payments on behalf of any individuals engaged under this Agreement.

4. Use

Instructor acknowledges that the Association is licensed to offer the Course by the National Association of Home Builders (“NAHB”), which is the owner of the rights to the Course, and Instructor agrees not to take any action that is inconsistent with the Association’s license and/or NAHB’s rights, including, without limitation, sell, transfer, publish, disclose, display, duplicate, teach or otherwise make available the Course or any related materials or any portion of either the Course or the Course-related materials to others, except as provided in this Agreement.

5. Indemnification

In connection with any supplemental materials presented and/or provided by Instructor, Instructor warrants that his or her spoken words and presentation are original and that they do not infringe upon any copyright, violate any property rights or contain any scandalous, libelous or unlawful matter. Instructor agrees to indemnify, hold harmless and defend Association, its members, officers,

directors, employees and agents from and against any alleged liability resulting from his or her presentation and/or any associated supplemental materials, including, but not limited to, defamation, copyright violation or misstatement of fact. If NAHB directly supplies Instructor with material that Instructor uses in this presentation, and provided that Instructor does not in any way alter such NAHB-supplied material, Instructor shall not be liable to Association under this paragraph in connection with the NAHB-supplied material. Instructor agrees not to use copyrighted music in the presentation without obtaining prior written permission from Association.

6. Supplemental Speakers

In the event Association and Instructor agree that supplemental speaker(s) will be used in connection with the Course, Instructor agrees to be fully responsible for any supplemental speaker(s), including any cost(s) or fee(s) associated with the supplemental speaker(s), and Association shall have no responsibility with respect to supplemental speaker(s). Instructor further agrees to indemnify, hold harmless and defend Association, its members, officers, directors, employees and agents from and against any alleged liability resulting from the supplemental speaker(s) and any materials provided, including, but not limited to, defamation, copyright violation or misstatement of fact.

7. Cancellation

Instructor recognizes and agrees that he has no right to cancel his presentation for the purpose of accepting a different paid engagement on the same date as the scheduled program. Association shall have no right of cancellation for the purpose of engaging a substitute instructor on the same date as the scheduled program.

Either party may cancel this Agreement without liability if substantial performance of the Agreement is rendered illegal, impossible or otherwise inadvisable due to acts of God, acts of war, acts of terrorism or other violence, fire, disaster, strikes, civil disorder, curtailment of transportation facilities, acts, regulations or orders of governmental authorities, or other similar cause beyond the control of either party.

If Association cancels these arrangements for reasons other than those listed above, if Instructor is an Out-of-Town Instructor, Association agrees to reimburse him for reasonable transportation and lodging expenses already incurred for which Instructor will not be reimbursed by any third party and which are demonstrated by appropriate and adequate documentation. A determination of the adequacy of documentation shall be in the sole discretion of Association.

If Instructor cancels these arrangements with Association for reasons other than those listed above, Instructor agrees not to cancel less than thirty (30) days in advance of the start of the Course, and agrees to return any deposits or advances made by Association to Instructor or to Instructor's agent. Instructor further agrees to pay Association for any travel costs paid on Instructor's behalf.

8. Assignment

This Agreement may not be assigned by either party without the prior written consent of the other party.

9. Interpretation

The rule of construction to the effect that any ambiguities are to be resolved against the drafter of a document shall not be employed in any interpretation of this Agreement. This Agreement and all of its terms shall be construed equally as to all persons or entities.

10. Choice of Law, Jurisdiction, Disputes

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the state of [insert appropriate jurisdiction] (excluding that jurisdiction’s conflict of laws rules which would refer to and apply the substantive laws of another jurisdiction). The parties hereby agree to submit themselves to the personal jurisdiction of the courts of the [insert appropriate jurisdiction], which shall be the exclusive venue for any disputes relating to this Agreement. Instructor understands that any disputes between Association and Instructor will be handled by Association and Instructor and that NAHB has no role in and will not be involved in any such disputes.

11. Integration, Amendment

This Agreement constitutes the complete agreement between the parties as to the terms and conditions of Instructor’s performance. This Agreement may be amended only by a document signed by the party against whom the enforcement of the amendment is sought.

[insert name of INSTRUCTOR or AGENCY]

By: _____ Date: _____

Printed name: _____

Instructor’s Federal ID Number or
Social Security Number: _____

[insert name of ASSOCIATION]

By: _____ Date: _____

Printed name: _____

Title: _____



**Home Builders Association of South Carolina
Certified Master Builder of South Carolina Designation
INSTRUCTOR'S QUESTIONNAIRE**

Every Master Builders of SC course instructor must have a current (3 yrs.) questionnaire on file. Please submit along with a completed Request for Class Accreditation form.

Name & Title _____

Company _____

Company Address (incl. City, State, Zip) _____

Phone _____

Fax, email _____

Please check the appropriate boxes, fill in blanks and attach supporting documents where required:

I am an NAHB member, (member number) _____

Local association name: _____

I am a: Certified Master Builder CGB CGR CGA GMB CAPS

Other: _____

I have attached a copy of my resume (electronic acceptable).

I have provided three non-association staff references supporting my expertise in the subject of the course I am teaching:

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

I have instructed this course or others like it in the past 24 months:

Location _____ Date _____ Host org. _____

Location _____ Date _____ Host org. _____

Location _____ Date _____ Host org. _____

Name _____

Please provide a description, one page in length, of how your expertise related to the subject matter of the course, providing specific examples both as to quantity and scope of involvement, size of projects and other pertinent information you feel would assist the committee in making a determination. **(Please attach)**

Your expertise must demonstrate that you possess the minimum three years' experience in the subject matter directly related to the course for which you are applying to become a certified instructor.

I hereby certify that to the best of my ability and knowledge, all information contained herein is in fact true and accurate.

Instructor's Signature _____

Date _____



Home Builders Association of South Carolina Certified Master Builder of South Carolina Designation PARTICIPANT EVALUATION

Student Name: _____

Course Title: _____

Instructor's Name: _____

Class Date: _____

Please use this form to rate this course and its instructor. Your comments/suggestions are critical to the success and growth of this program.

1. What were your objectives in attending this course (check all that apply)?

- Earn Designation
 Professional Growth
 Other: _____

On a scale of 5-1, with (5) being strongly agree and (1) being strongly disagree, rate the following by circling one number.

	<i>Strongly Agree.....Strongly Disagree</i>					
2. I will be able to apply what I learned to my job.	5	4	3	2	1	N/A
3. The visual aids helped me follow along & learn the information.	5	4	3	2	1	N/A
4. The course increased my knowledge of the subject.	5	4	3	2	1	N/A
5. The examples and activities helped me understand the information.	5	4	3	2	1	N/A
6. I was encouraged to ask questions & participate throughout class.	5	4	3	2	1	N/A
7. I would recommend this course to others.	5	4	3	2	1	N/A
8. Overall, the course met my expectations.	5	4	3	2	1	N/A

On a scale of 5-1, with (5) being strongly agree and (1) being strongly disagree, rate the instructor by circling one number for each category.

Instructor's Last Name	Was on time, prepared and organized	Appeared to be an expert in the subject	Presentation was clear and easy to understand
	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1

Please specify what topics you would like to see:

Added: _____

Deleted: _____

What overall comments or suggestions do you have regarding this course? (use space below for your comments)



**Home Builders Association of South Carolina
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 INSTRUCTOR'S COURSE EVALUATION SHEET**

The Certified Master Builders of South Carolina would like to understand how you, the instructor, feel about the course you just taught. This evaluation will help to enhance the quality and delivery of this course in the future.

Instructor Name _____

Company _____

Course Name _____

Course Location _____

Course Date _____

Host Organization _____

One a scale of 1 to 5, with 5 being "Strongly agree" and 1 being "strongly disagree," please rate the following statements by circling one number.

The course content is current and useful for students In today's building industry	5	4	3	2	1	n/a
I used audio visuals to help students follow along & learn the information	5	4	3	2	1	n/a
I used examples and activities to reinforce the information and provide possible applications	5	4	3	2	1	n/a
There was adequate time to teach all the planned course material and open floor for questions	5	4	3	2	1	n/a
Students asked questions & participated throughout class	5	4	3	2	1	n/a
The HBA staff provided adequate support	5	4	3	2	1	n/a
The working arrangement with other instructor(s) was satisfactory	5	4	3	2	1	n/a