**MEMORANDUM OF AGREEMENT**

The purpose of this Memorandum of Agreement is to summarize the terms of the agreement between the NC Department of Public Instruction (hereinafter “NCDPI”) and the NC Association for Career and Technical Education (hereinafter “NCACTE”) regarding the following programs:

* Career and Technical Education New Teacher Induction Program
* CTE New Teacher Institute
* New Career Development Coordinator Trainings
* Curriculum and Instructional Management Coordinator Trainings
* Facilitating Career Development Training
* Special Populations Coordinator Trainings
* Level I and Level II CTE Administrative Internship
* GAD/DDA Trainings
* Summer Conference

(hereinafter “Event”). This agreement will run from July 1, 2022, through June 30, 2025.

1. **NCDPI and NCACTE agree to the following responsibilities:**
2. NCACTE is responsible for providing the following services for the program Event:
3. Produce and send invoices for event
4. Collect and process registration payments via phone, internet, and mail
5. Provide information to NCDPI regarding participant’s outstanding balances
6. Pay travel reimbursements
7. Pay instructors
8. Pay all program-related costs from the program revenue
9. Contract and pay for registration platform
10. Provide recordkeeping and accounting services to the program
11. Purchase and ship books for courses, as needed
12. Contract hotel room block for participants and speakers, as needed
13. NCDPI is responsible for the providing following services for the program Event:
14. Market event to participants
15. Create a standard registration page for events
16. Communicate new events to NCACTE at least thirty (30) days prior to start of event
17. Lead program planning and development
18. Send confirmation and reminders
19. Determine and communicate registration fee for events
20. Provide NCACTE registration lists for invoicing
21. Staff registration event including distribution of name tags, and materials
22. Oversee all logistics prior to and during the event
23. Coordinate name tags and program materials such as notebooks and folders
24. Make arrangements for audio/visual needs
25. Initiate instructor contracts with scope of work and program details
26. Find and book space and organize room setup
27. Communicate with all on-site logistics with venue
28. Develop/implement standard evaluation tool to be used for all programs and administer
29. Confirm eligibility for continuing education units (CEU)
30. Provide verification of CEUs
31. Produce and distribute CEU certificates
32. Upload course content into Canvas
33. Populate participants into Canvas courses
34. Coordinate catering for the event
35. Coordinate with NCACTE regarding hotel contracts
36. NCACTE is responsible for providing the following additional services specifically for the program Summer Conference:   
    1. Contract and pay for registration platform
    2. Contract and pay for virtual event platform and/or conference app
    3. Pay for speaker honorarium(s) and reimbursement(s)
    4. Collect registration and exhibitor payments
    5. Coordinate exhibitors
    6. Staff registration event to collect payments from walk-in registrations
37. NCDPI is responsible for providing the following additional services specifically for the program Summer Conference:  
    1. Coordinate conference schedule
    2. Determine and communicate registration fee for Event and special programs/pre- and post-sessions related to Event
    3. Upload sessions into virtual event platform and/or conference app
    4. Provide branding logos for conference app and website
    5. Update conference website
    6. Identify conference topics and speakers
    7. Initiate speaker contracts for honorarium(s) and reimbursement(s)
    8. Communicate login credentials for virtual platform / conference app to conference attendees
    9. Provide troubleshooting support for conference attendees
38. **Payment:**

NCDPI and NCACTE agree that the parties shall allow NCACTE to maintain 100% of net revenue from the program Event.

1. **Miscellaneous terms:**
2. **Amendments**All amendments, modifications, alterations, or changes to the MOA shall be in writing and signed by both parties.
3. **Entire Agreement**This MOA represents the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings of the parties, whether written or oral, in connection with such subject matter.
4. **Signatures**The undersigned warrant that they are duly authorized on behalf of the body they represent to sign this MOA and bind their respective entities to the terms of this Agreement.
5. **Term**The term of this Agreement shall be in effect from the date of the last signature through the completion of the Event. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

By my signature, I signify my agreement with the terms and conditions of this Memorandum of Agreement:

Atkins “Trey” Michael Date  
Senior Director, Office of Career and Technical Education  
NC Department of Public Instruction

John Kirkman Date  
Executive Director  
NC Association for Career and Technical Education