**PROFESSIONAL DEVELOPMENT SERVICES CONTRACT**

**BETWEEN**

**THE NORTH CAROLINA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

**and (NAME)**

Association for Career and Technical Education, hereinafter referred to as “NCACTE”, and (NAME),

**WITNESSETH**

This contract establishes an employment relationship between (NAME) and NCACTE. For and in consideration of the mutual promises to each other hereinafter set fourth, the parties mutually agree as follows:

**(NAME)** hereby agrees to provide professional services as follows:

1. **(NAME)** will serve as the **Facilitator/Instructor for (COURSE NAME)**
2. POSITION DESCRIPTION: This instructional consultant will grade, facilitate, and provide feedback for the online **(COURSE NAME)** training modules offered by NCDPI in partnership with the NCACTE.
3. List complete scope of work:

NCACTE agrees:

1. To pay **(NAME)** the sum amount of $XXXX for the duration of this contract, to be paid upon the completion of the training.
2. To provide participant course materials such as books as a part of the NCACTE budget.
3. Coordinate course registration and payment processes.
4. The dates and terms of this contract between NCACTE and **(NAME)** will be for the period of **(START DATE**) through **(END DATE)**.
5. This contract can be revised at any time during the contract period by joint agreement of both parties.
6. That upon termination of this contract by either party for any reason other than malfeasance in the office, thirty (30) days written notice shall be given with reasons stated for the termination.
7. **(NAME)** performance will be evaluated based on a participant survey.

Entered into this 1st day of December, 2020, and duly signed

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John Kirkman, Executive Director (NAME)

N.C. Association for Career & Technical Education (ADDRESS)