**Travel Training Program**

**Letter of Agreement between MTS and Instructor/Organization**

The requirements for Travel Training Instructor Certification of MTS’s Travel Training Program are as follows:

1. **Requirements to receive a two (2) year certification**
	1. Attendance at a one (1) day certification course, provided by MTS
	2. Submitting a Travel Training Instructor Profile. See Attachment A for Profile.
	3. Submitting a signed Travel Training Instructor Agreement Form
2. **Requirements for maintaining a valid certification**
	1. Attendance at semi-annual continuing education course, provided by MTS
	2. Use of current training materials, provided by MTS. Materials may be copied as necessary for MTS training purposes only.
		1. If an organization wants to add or modify specific training information, please confirm with MTS whether such information follows MTS’s policies and procedures.
	3. Charging no more than a cost of a MTS day pass (currently $5.00) for field training of students.
	4. Submittal of information on when and where training classes will be provided
	5. Submittal of a roster of all individuals trained, submitted to MTS no later than 30 days after training.
	6. Submittal of individual evaluation form of each person trained (Included in instructor packet)

MTS reserves the right to revoke certification if any of the above requirements are not met.

Acknowledgement: By signing below, you are acknowledging that you have read and understood the requirements to maintain a valid travel training instructor certification. This criteria is subject to review and modification with a 30-day notice.

Participant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Organization Member’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_