

PROCEDURES FOR LAMA SPONSORED CMAR COURSES

- 1). All courses for continuing education (CMAR training) need to be submitted in writing to LAMA (contact information listed below) 10-12 weeks in advance of the proposed training course. Click here for request form.
- 2). All submissions need LAMA Board approval. The requests will be reviewed during their monthly teleconferences held on the 3rd week of each month. You will be contacted after the teleconference.
- 3). LAMA expects the hosting institution/association to provide full financial support for the LAMA provided instructor. Financial support includes and is limited to: 1). All **travel expenses** to and from the instructor's home or place of employment to the training venue (this includes: r/t airfare or r/t train fare, transportation to and from the airport/train station to the venue or mileage reimbursement at the government specified rate). 2). **Hotel accommodations** which includes the night(s) of the training course and 1 night prior if the course (i.e., if the CM I course is a 2 day course, accommodations will be provided for 3 nights stay). 3). **Reimbursement for two meals/** day with a \$25.00 maximum limit per meal for each day of the training course (i.e., if the CM I course is a 2 day course, reimbursement will be provided to the instructor for 4 meals). All travel arrangements will be made by the instructor and receipts submitted along with an expense report to the vendor. *Should financial support not be available, LAMA will provide reasonable financial support to the instructor based on the aforementioned guidelines.*
- 4). LAMA will coordinate all advertising for the approved CMAR courses.
- 5). LAMA will handle the registration process (including setting the fee for the course).
- 6). Courses must have 10 registrants 2 weeks prior to the start date of the training course in order for the course to be held. Courses with less than this number will be cancelled and all course fees will be returned to registered students. Should a course be cancelled after the LAMA provided instructor has purchased transportation and/ or booked hotel accommodations, LAMA and /or the hosting institution/association will pay for any reasonable costs associated with the cancellation.
- 7). LAMA's Instructors will be responsible for coordinating with ICPM for all training materials, all testing materials, coordinating with AALAS for testing date approval and proctoring the exam.
- 8). LAMA will not be responsible for finding or coordination of hotel accommodations for students attending CMAR training.
- 9). LAMA will be responsible for coordinating all meals offered to students during scheduled training events (i.e., 8 AM – 5 PM course: students will be offered a continental breakfast, boxed lunch and PM snack break)

10). If a CMAR training course is held at the beginning or end of the ATA/LAMA Annual Meeting, LAMA / Hosting Association / Institution will only provide financial assistance for the CMAR training event (i.e., if the CM I course is held on Monday and Tuesday and the ATA/LAMA meeting starts on Wednesday and runs through Friday, LAMA will reimburse the instructor's expenses for only the two days of the CMAR course.)

11). If there are any registration fees for attending a conference or seminar in which the CMAR training is held before or after said conference or seminar, LAMA will not be responsible for covering any / all fees associated with this registration(s)

LAMA
15490 101st Ave N #100
Maple Grove, MN 55369
Phone: 763.235.6465
Fax: 763.235.6461
Contact Name: Kathi Schlieff
E-Mail: kschlieff@associationsolutionsinc.com