



Professional Development Programs & Products

Course Sponsorship Request Information

PDP receives frequent requests to bring our nationally renowned courses to facilities around the country. Since it is our mission to provide continuing education, we are pleased to offer a new option for interested agencies to take advantage of our fine courses. If you are interested in arranging to sponsor a course, please read the enclosed information carefully to determine whether you wish to enter into an arrangement with PDP for this purpose.

Terms/Conditions

1. Advertised PDP courses are available on a limited basis due to the scheduling demands of course instructors, and we will do our best to accommodate your needs.
2. Course sponsorship through PDP for any agency are planned to avoid conflict or competition with scheduled PDP courses either in the location or the topic, since this would be detrimental to both endeavors.
3. In return for an agreed upon fee, PDP will make all speaker arrangements (contract for dates and course: pay honoraria and travel expenses, etc.) The agency/sponsor will be responsible for all other arrangements and expenses.
4. The fee will vary depending upon the course, the number of participants expected and whether CEUs through PDP will be required.
5. Fee payment schedule: A \$1000 deposit is required to confirm the course, with an additional \$1000 due one month prior to the course and the remaining balance due two weeks following the course.

Proceed

If your agency accepts the above terms and conditions and wishes to proceed with arranging for a course, please complete the 'Course Sponsor Request Form' below and return it to PDP for further consideration.

Course Sponsor Request Form

Contact _____

Do you wish to have PDP Products available at the course? _____ (while there is no charge for this, a minimum attendance is required to make it feasible.)

Phone # _____

E-mail _____

Date/s required _____

Agency/Facility _____

Alternate date/s _____

Address _____

Approx # of participants _____

Questions or comments _____

Phone # _____

Fax # _____

Course preference _____

Alternative _____

Submit this form to:

Professional Development Programs
Attn: Cindy LaCosse
1675 Greeley Street South, Suite 101
Stillwater, MN 55082
Phone: 877-439-8865 or 651-439-8865
Fax: 877-259-5906 or 651-439-0421
Email: cindy@pdppro.com

Are you an accredited sponsor for ASHA and/or AOTA?

Do you wish to offer CEUs under the auspices of PDP?
