

Off-Site Instruction Contract

Hyperbaric Training Associates

5446 South Pennsylvania Avenue Cudahy, Wisconsin 53110 USA

414-747-1693

<http://www.divermedicaltechnician.com> dmt@divermedicaltechnician.com

Thank you for inviting Hyperbaric Training Associates (HTA) / Ronald Ellerman to assist in your training needs.

This agreement is made with:

The responsibilities of each party are as follows:

HTA / Ronald Ellerman (known as HTA) agree to, and shall provide the following:

Educational Program:

- 80 hour National Board of Diving and Hyperbaric Medical Technology (NBDHMT) accredited Module 16 Diver Medical Technician program including the Advanced Skill Module.

Dates for Program:

Approximate Times for Class Sessions:

- 0800 until 1700 , 1 hour lunch break (times are adjustable by Host)

Class Location: (Tentative)

Program Materials:

- HTA will provide each attending student with the class materials and textbooks for the Diver Medical Technician program and Advanced Skills class.
- HTA will pay the NBDHMT class student/instructor fee.
- HTA will provide the training manikins and accessories for the program. Host agrees to provide safe storage of these materials until the program dates. Loss or damage, *once delivered*, is the responsibility of the Host.



(Known as the Host) agrees to provide the following:

Instruction Fees:

- Host agrees to provide HTA with compensation based on the number of students attending the program. Minimum reimbursement is for 6 students. The cost per student is \$1250.00USD.

Travel Expenses:

- Host agrees to pay for HTA's travel expenses from Milwaukee, WI to _____
- This includes airfare, hotel, and economy rental car costs. These costs are estimated at, and shall not exceed \$_____USD for the 2 weeks.
- HTA is responsible for bookings and reservations of transport and lodging.

Transportation and Safety/Survival Equipment: (Off-Shore Clients Only)

- Appropriate helicopter transportation capable of transporting the instructor and approximately 200 pounds of equipment to the site.
- You must provide any special safety and survival gear required for the flight.
- If any special survival training is required for the trip, it must be provided by you.

Training Equipment:

- No medical training equipment is required or the following equipment is required:

1. _____ 2. _____ 3. _____

Facilities:

- Host agrees to provide a classroom / conference room large enough to comfortably accommodate the students and instructor.
- Host shall be responsible for preparing the meeting site. A projection screen shall be provided for laptop projector. Blackboard or dry marker board shall be provided.
- Host shall provide access to a "Multi-Lock" hyperbaric chamber with an operator knowledgeable in its operation.
- Any and all costs for the "Chamber" and operator are the responsibility of the Host.

Cancellation Clause:

- This agreement may be cancelled if a natural or public disaster should render the program unfeasible. If a natural or public disaster requires cancellation, the Host shall not be responsible for HTA student fees but shall reimburse HTA for non-refundable airfare costs.
- If the Host cancels this program for reasons other than natural or public disaster, HTA shall be reimbursed for non-refundable airfare costs.

- In the unlikely event that HTA is unable to fulfill the teaching obligation, a full refund of the deposit paid will be provided to the Host. No reimbursement from the Host for any advance sums already expended by HTA will be required.

Recording:

- No portion of this program may be filmed, taped, recorded, transcribed, or otherwise disseminated without prior permission from HTA in writing.

Deposit & Payment Requirements:

- HTA travel expenses (\$ _____ USD) are due prior to the class dates and shall be included with the returned signed contract.
- Student fees (\$1250.00 x number of students) are due on the first day of the program.
- Please make payments payable in certified US funds to:

Hyperbaric Training Associates

Please review, sign, and return one copy of this document, along with the confirmation deposit to:

Commander Ronald L. Ellerman
Hyperbaric Training Associates
5446 South Pennsylvania Avenue
Cudahy, Wisconsin 53110 USA

We understand and agree to these conditions.

Authorized Signature: _____ Title: _____

Date: _____

Contact Info: Name: _____ Title: _____

Office phone: _____ Cellular phone: _____

E-mail: _____