

## PROCEDURES FOR PRIVATE 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 3<sup>rd</sup> 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). 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.
- 4). LAMA requires a minimum of 6 attendees. The fee schedule is as follows: 6-10 attendees \$1,000 (minimum charge), 11-20 attendees \$2,000 and 21-30 attendees \$3,000. This fee does not include: the venue for the course, any meals for attendees, transportation, accommodations, or travel expenses incurred by the LAMA instructor. Those expenses are covered 100% by the requesting vendor.

LAMA  
15490 101<sup>st</sup> Ave N #100  
Maple Grove, MN 55369  
Phone: 763.235.6465  
Fax: 763.235.6461  
Contact Name: Kathi Schlieff  
E-Mail: [kschlieff@associationsolutionsinc.com](mailto:kschlieff@associationsolutionsinc.com)