

Procedure 9.3 **Procedures for training fees**

1. Overview

Fees for the majority of trainings are posted in the course catalog. This procedure provides some additional information, and also covers fees paid by the faculty to IRI.

IRI supports the training activities of the faculty through the following:

- Administrative support to the faculty
- Promoting Imago Training to professional groups
- Supporting faculty travel
- Registering trainees, ensuring requirements are met, issuing certificates and maintaining files to support Certification audit requirements

To help maintain these activities IRI collects a share of the revenue from training.

In the USA and Canada IRI is paid 20% of gross training revenues.

Outside the USA and Canada, IRI is paid 10% of gross training revenues. This is in recognition of the additional costs involved in training outside North America, and of the reduced ability of IRI to support that training.

2. IRI fees for all training in the USA

Online registration is provided for all classes, including advanced trainings. In order to register trainees pay a deposit that will be IRI's share of the training revenue.

The online registration process will show the balance payable to the Instructor, and the trainee will pay those funds to the Instructor direct.

The registration fee is 20% of course fee with the exception of BCT, where the fees are shown in the course catalog online.

3. IRI fees for all training outside the USA

The amount to be remitted to IRI for all Professional Training classes shall be 20% of the Gross Revenue for Canada and 10% of the Gross Revenue elsewhere.

- Applications and payments will be collected by the instructor or instructor's organizer.
- Payments will be made in local currency.
- Payments will be made out to the instructor (checks and credit cards).
- At least a week before an international training, whomever is organizing the training sends the Training Coordinator a list of trainees (electronic not mailed--either an email list or a Word doc or an Excel spreadsheet) with trainee names, email, phone address etc. as well as the price charged for the training in local currency. **NOTE: We believe it is very important that the IRI office knows who is on the trainings before they start, so that we can be ready to respond to any Imago trainees who call the office.**
- The full applications should be sent as soon as possible after the training, together with any contact information not included in the pre-training list.
- We send an invoice for 10% of revenue due to IRI, in US dollars using the exchange rate on the date of training. The invoice should be paid within a reasonable period, please discuss with us how this can be done in the most convenient and cost-effective way for all involved.

4. Where a BCT attendee needs to shift instructor

In occasional cases a trainee on the Basic Clinical Training course may wish to change to a new instructor, after session 1. Changes are only permitted after session 2 in exceptional circumstances.

In this situation, the trainee will be permitted to join the relevant session(s) run by another clinical instructor. The original instructor should pay funds received for training not completed to the new instructor, less a cancellation fee of \$50.

The trainee will be required to pay a transfer fee of \$50 to the new instructor. The instructor will also invite the trainee to an exit interview.

5. Support for FACT A trainings run by the faculty

If a faculty member organizes a FACT A training independently of IRI, then IRI will support the training as follows:

- IRI sees FACT A trainings as a marketing exercise to encourage therapists to take the full Certification training
- We will support FACT A trainings by allowing the presenter to apply the 20% fee towards advertising and marketing costs.
- We expect that the FACT A will primarily be of benefit to the presenter by attracting people to sign up for the full Certification program. It is unlikely to be a profitable venture as a stand alone program

- Once the presenter has recovered a profit of \$2400, if there is still profit made, then some funds will be due to IRI. See the table below. The funds due to IRI are 20% if the presenter has made a \$2400 profit, based on the calculations shown in this table. If there is less profit, IRI reduce its fee, as shown in the table – providing that the presenter has invested 20% of the revenue in marketing.
- We recommend that the 20% be spent on sending a postcard of flyer out to therapists in the area using the Amedco mailing list, available from Robert Cassidy Seminars.

6. Discounting policies and fees for assistants, partners etc

- In the interests of fairness we are committed to uniformly applying our discounting policies
- Assistants attend the basic clinical training at no cost
- A certified Imago therapist may retake the training as follows:
 - Option 1: Present no tapes, but participate in dyads etc: Fee is 50% of current BCT price
 - Option 2: As above, and in addition bring tapes to class for review – fee is 50% of current BCT price
- As with other trainings 20% (or 10% where applicable) is payable to IRI
 - A non-therapist partner may accompany their partner on any training (basic, advanced or workshop presenter) at a 50% discount. (In some circumstances trainers may charge more if there are additional costs involved)
- There is no discount for a therapist who attends a training with their therapist partner

The following table shows how fees would be payable to IRI, and what the presenter might expect in terms of profit or loss for the event:

Number of attendees		10	15	20	30	50
Income						
Training fee	\$295	\$2,950	\$4,425	\$5,900	\$8,850	\$14,750
Venue Expenses						
Mtg. room	\$300/day	\$600	\$600	\$600	\$600	\$600
Refreshments	10 pp pday	\$200	\$300	\$400	\$600	\$1,000
Presenter expenses						
Airfare	\$0	\$300	\$300	\$300	\$300	\$300
Room/Meals	\$0	\$400	\$400	\$400	\$400	\$400
Printing						
Manuals	15 pp	\$150	\$225	\$300	\$450	\$750
Flyers	\$40					
Name Tags	\$25					
Binders/Handouts	\$50					
Advertising						
Other ads	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Misc	\$100	\$100	\$100	\$100	\$100	\$100
Total income		\$2,950	\$4,425	\$5,900	\$8,850	\$14,750
Total expense		\$4,250	\$4,425	\$4,600	\$4,950	\$5,650
Profit/loss		-\$1,300	\$0	\$1,300	\$3,900	\$9,100
Presenter's target minimum profit		\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Profit less presenter fee					\$1,500	\$6,700
20% of revenue		\$590	\$885	\$1,180	\$1,770	\$2,950
Fee to IRI					\$1,500	\$2,950
Profit + fee for presenter		-\$1,300	\$0	\$1,300	\$2,400	\$6,150

Additional Fees for services provided by IRI to FACT A trainings

If you are using the above procedure and are not paying a 20% fee to IRI, and still wish for some services from IRI the following fees apply.

Services provided by IRI	Option A	Option B	Option C	Option D
Online Registrations including Credit card fees	-	✓	-	-
CEU processing including APA	-	✓	✓	-
Manuals + shipping	-	✓	✓	✓
Price per attendee for additional service	\$0	\$30	\$15	\$10

6. Support for New Clinical Instructors translating the training manual in their country

Newly trained clinical instructors outside the USA often find that as they set up their first trainings, they need to translate the training manual into their local language for their students.

In recognition of these costs, they may apply to IRI to ask for the fees from the first two basic clinical trainings that they run to be applied to the cost of translating the manuals. They should apply in advance of the trainings for this arrangement, and provide a full accounting, including the cost of translation, and the revenue from training.

A translation agreement is required with IRI prior to translation. IRI owns the copyright to both the original manual and the translation. A complete set of translated manuals is to be sent to the IRI main office.

7. Pre-conference Workshops

The rates for faculty members to present pre-conference workshops are:
\$1200 per day + hotel room

If the workshop is presented by two or more instructors the fee is divided between them equally. One addition hotel room is provided for the workshop team if required.

A bonus of 25% of the net profit (after fee and all expenses) is paid up to a maximum of \$1500 per day for each instructor.

8. Two therapists attending the Basic Training who are married

If two therapists attend the basic training who are married or in a long-term committed partnership, there is a recommended discount of \$500 for the second therapist. IRI will award a \$100 discount of the registration fee, and we recommend that trainers provide an additional \$400 discount.