



This agreement is made at the request of _____ (“the Client”) and the American Design Drafting Association herein (“ADDA”).

This agreement is further described as follows:

- 1. GENERAL** The American Design Drafting Association, the American Digital Design Association, and ADDA International (“ADDA”) develops and maintains certification and accreditation processes, curricula and trade standards for design drafting and graphics related to their representative professions and education institutions. ADDA expends significant effort and finances in developing and maintaining its standards. All programs, standards and related information to be provided are the absolute and sole property of ADDA.
 - A.** The American Design Drafting Association, the American Digital Design Association, and ADDA International (“ADDA”) is a recognized 501c3 Non-Profit Industrial Organization under the Rules of the Internal Revenue Service. ADDA’s articles of incorporation and mission statement are dedicated to the promotion and education of our stated profession, career and craft.
 - B.** ADDA’s business and operational protocol requires recovery of all costs related to delivery, operations, product development and administration fees for services provided to or for other parties.
 - C.** Under the operational protocol of the ADDA, financial agreements and the contents thereof are negotiated solely by the ADDA Executive Director and the Chairman of the ADDA Board of Governors. These procedures are regulated by the ADDA Corporate By-Laws and are required. Clarification of operational procedures include the following:
 - C.1** All negotiations, fees and reimbursements are to be discussed solely with the Executive Director and / or Standing Members of the ADDA Board of Governors.
 - C.2** Financial arrangements disclosed in this contract and associated agreements between ADDA and the Client are to be confidential.
 - C.3** ADDA request that under the Non Disclosure Policy any agreements or negotiations between the Client and ADDA be provided to outside parties only upon written request and the notification be provided to ADDA.
- 2. ACCREDITATION PERSONNEL** ADDA shall use qualified individuals to deliver our services. These individuals shall be, but not limited to, standing or emeritus ADDA Officers, Governors, Directors, Deputy Directors, Committee Chairs, Regional Commissioners, Deputy Commissioners, Training Instructors or Proctors who regularly deliver services for ADDA.
 - A.** ADDA shall hold the exclusivity to choose the qualified individual(s) deemed suitable, when considering the involved logistics and the configuration and quantity of the proposed services or processes.



- 3. ACCREDITATION SERVICES** included within this Program Accreditation Agreement consist of, but are not limited to, the following items:
- A. Activation** – Notification to ADDA with the execution of this Accreditation Agreement.
 - B. Self-Assessment** - ADDA will provide an Accreditation Self-Assessment which solicits detailed information related to the program. The information requested will relate to, but not be limited to: curriculum, equipment, text books, lesson plans, instructor qualifications and school information. This process should be completed within ninety (90) days of the execution of this agreement.
 - C. Committee Review** - ADDA Accreditation Committee will review the provided self-assessment related to the program. At that time, specific questions or items of concern will be requested by the committee. The ADDA Committee will allow reasonable time to respond and / or make corrections related to the accreditation criteria prior to the onsite assessment. Allow thirty (30) days to complete the committee review.
 - D. Onsite Assessment** - During the above self-assessment, ADDA will begin to make arrangements for on-site evaluation and inspection of the facility and records. Specific dates and times will be arranged which are acceptable to all parties. During the onsite visit, ADDA will interview staff and instructors, validate records, identify equipment and verify processes.
 - E. Committee Review & Determination** - Immediately following the onsite assessment, the committee will make a determination based on the validation of the self-assessment. Allow ten (10) days for final decision.
 - F. Maintaining Compliance** – Annually, the program will receive a program accreditation renewal application. This application is brief and allows the program to be updated and reference changes within the program delivery process. This allows the program to maintain and consistently meet the current industry standards as determined by the ADDA.
- 4. ACCREDITATION ON-SITE PROVISIONS** ADDA requires certain provisions to complete the accreditation process and on-site assessment include but not limited to:
- A.** Meeting Area for up to 3 individuals
 - B.** Access to Internet or Wi-Fi
 - C.** Person of contact to retrieve information or obtain copies of records.
 - Records duplicated are to be made by an authorized individual. This process ensures state and federal requirements of public record in relation to HEPA and private information. The duplication process must be done under the current laws of the applicable state or public institution.
 - D.** Access to copier and printer to reproduce ADDA documentation.



5. FEE CHANGES Accreditation Fees are subject to change based on additional services stated within this agreement and authorized change orders. Additional Services and Change Order shall be invoiced separately.

- 5.1. ADDA retains the right to renegotiate the stated fees based on the relationship of the agreement execution date, if less days are requested of ADDA to deliver services. Variations may occur in the actual cost incurred due to travel cost, schedule changes, certain administrative and labor cost, coordination and other factors which could financially impact the quoted delivery fee.
- 5.2. The fee is negotiated based on specific information presented to ADDA by the client.
- 5.3. The fee is negotiated on a 30 day maximum notice between the agreement submission and on-site days.
- 5.4. The limits of this agreement are based on the Options Chosen by the client.
- 5.5. Travel days are the preceding and successive day of the training days listed above.
- 5.6. Changes in the projected On-Site Visit Dates by the Client could result in the inability of ADDA to delivery within the limits of this contract thus requiring re-negotiation based on the schedule of the presenter.

6. ON-SITE TIME PROVISIONS allowed by the client for ADDA are not limited to the following items:

- 6.1. Provide no less than 45 days to coordinate training personnel and travel arrangements at a reasonable and acceptable cost.
- 6.2. The client shall coordinate any additional training or presentations which must be aligned with ADDA training prior to confirmation of this agreement.

7. PAYMENT for the limits and conditions of this agreement.

- 7.1. Payment can be paid in full at the execution of this agreement.
- 7.2. Approved Purchase Order due with the execution of this agreement.
 - Payment in Full will be due within ten (10) days after on-site assessment.
- 7.2. Payment can be paid in the following increments:
 - Payment in Full at the Execution of this agreement.
 - \$500.00 Deposit plus Application Fee then balance due ten (10) days prior to on-site assessment.
 - 50% of total balance and the remaining balance due ten (10) days prior to on-site assessment.



8. CANCELLATIONS / RESCHEDULING FEES for the limits and conditions of this agreement.

- 8.1 The Client shall be responsible for a \$250.00 administration fee and all actual costs incurred by ADDA if the agreement is canceled.
- 8.2 The Client shall be responsible for a \$100.00 administration fee and any actual additional costs incurred by ADDA if the requirements or dates of this agreement change based on rescheduling.
- 8.3 ADDA will make every reasonable effort to immediately cancel all travel arrangements. The Client shall be responsible for all unavoidable cancellation fees.
- 8.4 Based on the travel agreements of airlines, hotels and rental cars, certain fees may be charged or cost may not be reimbursed to ADDA. These fees will be deducted from any applicable refunds.

9. CANCELLATION-FORCE MAJEURE-DELAYS-CLARIFICATIONS-TERMINATIONS for the limits and conditions of this agreement are as follows:

- 9.1 ADDA shall make delivery of all portions of this Accreditation Agreement, unless Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from either party in a reasonable amount of time.
- 9.2 ADDA shall make every reasonable effort to allow for delayed flights, traffic and other delays to assure a timely arrival to the location at the stated time of delivery.
- 9.3 The obligations contained in this Agreement and any other Agreements are binding upon the parties, the parties parent companies, subsidiaries, successors and assigns perpetually from the date of issuance.
- 9.4 This agreement shall be construed and enforced in accordance with the law of the State of Tennessee without regard to its conflicts of law provisions.
- 9.5 The parties waive any benefit of the rule of *contra proferentem*: If any ambiguous term exists in this Agreement, it shall not be construed in favor of any party over the other.
- 9.6 Client waives any right to a jury trial in any dispute related to or arising in any way out of this Agreement or the disclosure of Confidential Information to Recipient.
- 9.7 The state courts within Dyer County, Tennessee are the exclusive venue for any dispute or action related to or arising in any way out of this Agreement or the disclosure of Confidential Information to Recipient. Recipient waives any challenge to personal jurisdiction and venue in the state courts located within Dyer County, Tennessee. Recipient, by its signature upon this Agreement, submits to personal jurisdiction in the state courts within Dyer County, Tennessee.



ACCREDITATION FEES

1. Curriculum Review & Approval

- a. ADDA will process the curriculum review at the _____ level at a cost of \$_____ annually. A renewal fee and renewal application will apply annually for a period of 5 years.

2. On-Site Assessment & Processing

- a. ADDA will provide an on-site evaluation for a one time cost of \$_____. This cost includes all travel, lodging and related expenses related to the site visit.
- b. The on-site evaluation will be applicable for the approved curriculum for a period of 5 years. Customary updates, improvements and revisions to the curriculum will be evaluated annually with the renewal application. Generally, an additional site evaluation will not be required unless requested by the administration.
- c. ADDA will arrive on-site Month 00, 2050 at approximately ____ a.m.
- d. ADDA will plan to depart the site Month 00, 2050 upon conclusion of the on-site assessment.

3. TOTAL COST

- a. The total cost for the stated Program Accreditation and Site Evaluation \$_____

Executed by ADDA this _____ day of _____ in the year _____, at Newbern, Dyer County, Tennessee.

RECIPIENT – AGREEMENT INFORMATION

ADDA International

Authorized Representative Signature

By: _____

Printed Name _____

ADDA Executive Director

Title _____

Electronic Signature Placed and Authorized by supporting email indicating any attachments and names in Adobe pdf, Emailed and Dated _____ sent from Email _____.

Date of Acceptance _____

Complete all information then Initial, Date & Sign where indicated.

FAX signed Copy to 731-627-9321 or EMAIL signed Copy to okparker@adda.org

Original Must be Forwarded to: ADDA 105 East Main Street Newbern, TN 38059



Supplemental Services

The American Design Drafting Association herein (“ADDA”) offers these supplements to the above Program Accreditation Agreement. These services will be at an additional cost above and beyond the Program Accreditation as agreed upon above.

A separate Supplemental Service Agreement will be issued based on the extent of the requested additional services requested of ADDA. The Client will be required to provide information to ADDA for a formal quote of additional services.

1. SUPPLEMENTARY SERVICES ADDA can provide supplementary services in conjunction with this Accreditation Agreement. Below are Supplemental Services which are available while ADDA is on-site.

A. Professional Certification Examinations - While onsite, ADDA can provide professional certification examinations to instructors and / or students. Available Examinations are Apprentice and Drafter Levels in the Mechanical and Architectural Disciplines.

- a. Cost of certification examinations vary based on the appropriate level.
- b. Additional time on-site will be required to provide this service.
- c. Individual applications are required for professional certification.
- d. Individual fees apply for each application. Fees vary based on level of certification.
- e. Approximately 3 hours is required to complete the examination.
- f. Instructor Certification is explained on following pages.
- g. Additional information and application may be found at www.adda.org.

B. Instructor Certification - While on-site, an ADDA Committee Member can assist Instructors in obtaining Certification as an ADDA Certified Instructor, ADDA Professional Instructor or ADDA Master Instructor.

- a. Cost of Instructor Certification varies based on level.
- b. Professional Certification is required.
- c. An Application and Fee is required for instructor certification.
- d. Generally little additional on-site time is required in assisting an instructor with the application.
- e. Approximately one (1) hour is required to review the materials with the instructor.
- f. Additional information may be found at www.adda.org.

C. Professional Certification Reviews - While on-site ADDA can provide examination reviews for the related Professional Examinations reference above.

- a. An examination review is customized for the appropriate level and discipline.
- b. Each review requires approximately 4 hours and is not limited to the number of participants.
- c. Review Materials will be provided for each participant.
- d. Cost of Professional Certification Reviews are based on the total time and days required.

2. CHANGE ORDERS The Client may, after the acceptance of a Supplemental Services Agreement with ADDA, request changes to the services to be provided. These changes may include but not be limited to:

- A. Additions or changes requiring extension of the on-site days
- B. additional services, materials or time may warrant additional delivery fees by ADDA. Any changes and / or additional fees are to be authorized under a separate change-order agreement, or the issuance of a revised agreement.



The ADDA Instructor Certification Program is designed to provide professional recognition to instructors, teachers and educational professionals. Instructors must be engaged in a design drafting and graphics training program within an approved educational setting on an annual schedule with an end result of a trade / craft certificate or diploma.

PROFESSIONAL CERTIFICATION EXAMINATION DISCIPLINE TITLES AVAILABLE

General - Completion of the Related General Drafting Examination (Fundamental Architectural & Mechanical Knowledge)

Architectural - Completion of the Related Architectural Examination

Mechanical - Completion of the Related Mechanical Examination

Digital - Completion of the Digital Designer Examination

LEVELS OF INSTRUCTOR CERTIFICATION & REQUIREMENTS

ADDA Certified Instructor Applicant must Pass the ADDA Related Examination or currently hold an ADDA Related Certification. **Required certification - Apprentice Drafter Level or Digital Design Level or greater** Certification Lifecycle is 3 years from the date of issue - **Lifecycle Certification Cost \$365**

Teaching Experience 0 - up to 3 years

Provide Related Skills Background

Certification in one of the three levels

20 CEU's required over 3 year lifecycle

3 year ADDA Membership Included

Existing ADDA Certification Extended 3 years

Provide 3 letters of Support from Educational Personnel

Proof of Employment at a State or Private Accredited School

ADDA Professional Instructor Applicant must Pass the ADDA Related Examination or currently hold an ADDA Related Certification. **Required certification - Certified Drafter Level or Digital Design Level or greater** Certification Lifecycle is 3 years from the date of issue - **Lifecycle Certification Cost \$395**

Teaching Experience 3rd year - up to 7 years

Provide Related Skills Background

Certification in one of the three levels

30 CEU's required over 3 year lifecycle

3 year ADDA Membership Included

Existing ADDA Certification Extended 3 years

Attend ADDA or State Sponsored In-Service Training annually in the related CTE Area (CEU's apply above)

Provide 3 letters of Support from Educational Personnel

Proof of Employment at a State or Private Accredited School

ADDA Master Instructor Applicant must Pass the ADDA Related Examination or currently hold an ADDA Related Certification. **Required certification - Certified Drafter Level or Digital Design Level or greater** Certification Lifecycle is 3 years from the date of issue - **Lifecycle Certification Cost \$465**

Teaching Experience 7th year and up

Provide Related Skills Background

Certification in one of the three levels

35 CEU's required over 3 year lifecycle

3 year ADDA Membership Included

Existing ADDA Certification Extended 3 years

Attend ADDA or State Sponsored In-Service Training annually in the related CTE Area (CEU's apply above)

Provide 3 letters of Support from Educational Personnel

Proof of Employment at a State or Private Accredited School

Grandfathering ADDA will accept existing ADDA Certified Professionals currently engaged in the educational fields as part of the application process. Acceptance as a Certified Instructor will automatically renew an existing ADDA Certification on a new three year lifecycle.

MULTIPLE INSTRUCTOR CERTIFICATIONS Instructors may apply and obtain multiple Instructor Certifications in more than one discipline. An instructor could certify as a Professional Instructor in Architectural and Mechanical or a combination of Certifications such as Professional and Master based on experience. CEU's and In-Service will apply to all certifications congruently. ADDA will apply a \$100.00 discount toward the 2nd certification or more.



PROFESSIONAL & STUDENT CERTIFICATIONS ADDA offers Craft Certification Examinations at various levels in multiple disciplines. The examination complexity is based on the competency industry has determined necessary to obtain the specified ADDA Certification Title. ADDA does not required job or educational experience to challenge the related examination. However, the complexity of the certification should be considered prior to challenging the examination. Recommendations and related cost are listed in the chart below.

ADDA Examinations are PROFESSIONAL LEVEL and are offered to students which are engaged in a rigorous educational program leading to a competent individual qualified to fill an employment position at the related level.

Certification Type	Certification Length	Examination Cost	Renewal Fee	Recommended Training	Renewal Requirements
Apprentice Drafter "AD"	Expires 5 Years from Date of Issue	\$85.00 Non Member \$75.00 Member \$75.00 Cert Program \$65.00 Contract Competency Exams \$60.00 All Categories	None New Test Required	1 year On-the-Job Training or 400 – 600 Contact Hours of Practical Discipline Specific Education	Non-Renewable
Certified Drafter "CD"	3 years	\$155 Non Member \$125 Member \$115 Certified Program Competency Exams \$95.00 Member \$120.00 Non Member	Same as test cost \$45.00* for Select or Elite or 3 year continuous ADDA Members	2 years On-the-Job Training or 800 -1200 Contact Hours of Practical Discipline Specific Education	Requires Individual to be employed 2 out of 3 years in the profession and 30 contact hours of additional related training
Certified Design Drafter Certified Digital Designer "CDD"	3 years	\$210 Non Member \$180 Member Competency Exams \$130.00 Member \$160.00 Non Member	Same as test cost \$60.00 * for Select or Elite or 3 year continuous ADDA Members	Examination Designed for individuals with approximately 3-5 years of Discipline Specific Work Experience	Requires Individual to be employed 2 out of 3 years in the profession and 30 contact hours of additional related training
Certified Design Technician or Certified Digital Technician "CDT"	3 years	\$265 Non Member \$225 Member Competency Exams \$175.00 Member \$215.00 Non Member	Same as test cost \$75.00 * for Select or Elite or 3 year continuous ADDA Members	Examination Designed for individuals with approximately 5 + years of Discipline Specific Work Experience	Requires Individual to be employed 2 out of 3 years in the profession and 30 contact hours of additional related training

A Competency Examination is a retake of the same examination when 75% or less of the competency areas are below the 75 percentile.

Application and full explanation of the Certification Process is available for download at [ww.adda.org](http://www.adda.org) or by calling 731-627-0802. You can email corporate@adda.org.