VOLUNTEER INSTRUCTOR COMPENSATION POLICY

IOA membership benefits when colleagues share their skills and expertise through service as volunteer instructors for PDC-sponsored courses. We believe that it is important to recognize this service by offering in-kind compensation. The following policy applies to all volunteer instructors who conduct courses that are half-day (3 hours) or longer and are conducted on behalf of the Professional Development Committee.

Instructors who teach a course will receive credit for a complimentary course(s) of the same duration.

- ½-day course taught = ½-day course credit
- 1-day course taught = 1-day course credit
- 2-day course taught = 2-day course credit
- 3-day course taught = 3-day course credit

Credit Terms:

1. Credits are only redeemable for course tuition. Credit recipients are responsible for all other expenses incurred in redeeming a credit (travel, hotel, etc.).

2. Credits are transferrable to others within the recipients employing organization, provided the recipient meets prerequisite course requirements.

3. Credits may be redeemed for a course of equal length - or any course combination equal to the full value of the credit. (I.e. a 2-day credit may be redeemed for two 1-day courses – or for two people from your organization that attend a 1-day course.

4. Credits have no cash value and cannot be sold.

5. Credits expire five (5) years from the date they are issued.

6. IOA reserves the right to cap the number of credit recipients enrolled in any course.

7. Volunteers may not earn more than 6 credits in one 12-month period.

PLEASE NOTE

* Documentation of all credits issued and redeemed are maintained by the Association.
* A maximum of 2 vouchers may be applied to Foundations in a calendar year.
* This policy is subject to revision; unused credit balances may be affected.

REVISED POLICY APPROVED BY PDC: JULY 2019