



BOOK MELISSA NOW!

Good People, Bad Things | Ethics for Insurance Professionals

VIRTUAL CLASS

Email completed form to Marie@PremiumOrganization.com

Contact Information

Organization Name	Contact Name
Contact Email	Contact Cell Phone

Event Information

Virtual Meeting PLATFORM

FPAGP Chapter Zoom Room (see Terms, below, for info)

Host to provide Platform Name (or indicate Unknown)

Course Host Location (City, State)

Requested Date(s)

Course Start Time Requested

Anticipated Attendance

Signature (with contracting authority)

Date

TIME ZONE (see map)

Eastern

Central

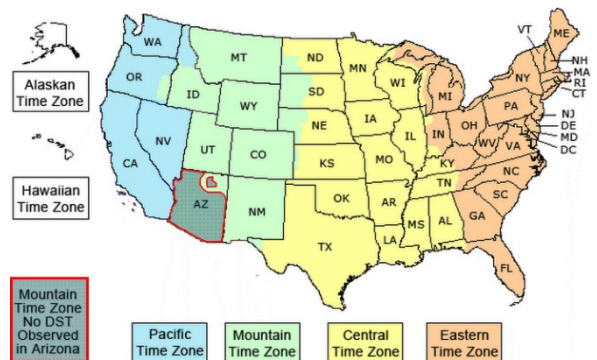
Mountain

Pacific

Course Organizer (day of event)

Organizer Cell Phone

Organizer Email



The organization requesting the course is responsible for getting the CFP Ethics 2-hour course and/or the Good People, Bad Things 4-hour course submitted for local state insurance CE credit and/or Ethics credit by the licensing board.

Terms:

Fees and charges

- Fees payable to Melissa A. Kemp: Course delivery charge of \$500; this includes access to the Zoom and Mentimeter platforms used during the Virtual Ethics Class.
- Fees payable to FPA of Greater Phoenix: Administrative fees billed at \$50/hr, for their role in assisting the organizer with meeting and obtaining approval of the course with their State governing body.

Fees quoted are current as of the signature date and good for 6 months. If the booking date selected is more than 6 months away, we reserve the right to inform you of any fee or reimbursement changes and your option to retain or cancel this booking.

Payment is due within 5 business days of invoicing (late payments will be assessed an additional fee).

The organizer is responsible for compliance and costs with their individual state's course approval.

Cancellation policy:

- ▶ >30 days out: no fee | <30 >15 days out: 25% fee | <=15 days' out: 50% of fee
- ▶ *If rescheduled to a date within 90 days of original date, no cancellation fee is due.

Melissa Kemp acceptance of Ethics Course booking _____ Date _____