

Earn Money – Become an Onsite Coordinator!

Onsite Coordinator Benefits

The ISCPA CPE Department needs members to serve as coordinators at select ISCPA-sponsored CPE courses outside of the Des Moines area (except Sioux Falls, SD).

The coordinator is responsible for onsite administration of the program, since an ISCPA staff member will not be present. Specific duties include:

- Greet participants.
- Distribute materials.
- Inspect and make arrangements for any necessary physical classroom changes.
- Confirm break and lunch schedule with facility staff.
- Distribute, collect and return evaluations, sign-in sheets and extra materials to the ISCPA office.

Coordinators will receive detailed instructions of their duties. Compensation for the coordinator will be a registration discount or direct compensation of \$125 per day per eight-hour course and \$60 per four-hour course. The discount may be taken off of the course fee upon registration or the coordinator can be directly compensated after the course has taken place and duties have been fulfilled. To become an onsite coordinator, complete the form below and an ISCPA staff member will get back with you shortly.

CPE Onsite Coordinator Form

Course Requested (acronym) _____ Location _____ Date _____

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Name _____ E-Mail _____

Firm/Company _____

Address _____ City/State/Zip _____

Work Phone _____ Cell Phone _____

If necessary, may we contact you the day of the course on your cell phone?: Yes No

Preferred onsite coordinator materials mailing address: Home Office

Discount preference: Registration discount Direct compensation